

GOVERNMENT OF PAKISTAN
HQ NATIONAL LOGISTICS CORPORATION
INVITATION TO TENDER FOR SUPPLY OF STATIONERY ITEMS

No. _____

Dated _____ 2026

From: **THE DIRECTOR GENERAL
NATIONAL LOGISTICS CORPORATION
HARDING ROAD RAWALPINDI**

To: _____

Dear Sir (S)

1. I invite you to tender for the supply of stores detailed in the schedule attached to the tender form enclosed. The conditions of contract which will govern any contract are in Form **NL-2** included in the pamphlet titled "General condition, Governing contract" and the specifications given in succeeding paras.

INVITATION TO TENDER AND INSTRUCTION TO TENDERS WORDS OF CAUTION

2. "Offers not accompanied with complete technical specifications of items being offered and not supported with detailed technical brochures will not be accepted.

3. "Offer must accompany original schedule to tender NL-2 and NL-3 duly completed in all respect and the certificate of firm.

4. Attention of all firms/addresses is invited to section 5 of Official Secret Act 1923 and they are advised in their own interest to ensure complete secrecy of all information or documents connected with the enquiry/contract and restrict the number of their employees having access to the barest minimum. Persons guilty of offence under any section of the act are punishable with imprisonment for a term which may extend upto two years or with fine, or both:"

5. **Particulars, Specifications and Quantity** Standard particulars specifications and quantity as attached at Annex 'A' and 'B'. NLC specifications which are not priced according to publications marked returnable "issued in connection with the tender, should be returned with the tender, failing which the tender may not be considered. These will be re-issued to the contractor to whom the contract is awarded who will be responsible for their return after the completion of contract.

6. **Preparation of Tender.**

- a. The tender is liable to be ignored if complete information is not given therein or the particulars and (if any) asked for in Schedule to the tender, are not filled in. Attention must be paid to delivery dates and also the particulars referred to the general conditions of tender enquiry.
- b. Individual signing tender and other documents connected with a contract must specify:-
 - (1) Whether signing as "sole proprietor of the firm or his attorney".
 - (2) Whether signing as "registered active partner" of the firm or his attorney.
 - (3) Whether signing for the firm "per procreation"
 - (4) In the case of company and firms registered under the Indian Partnership Act, the capacity in which signing e.g Secretary, Manager, Partner etc are their attorney, should be indicated and a copy of document empowering, him to do so, should be produced if called

7. **Delivery of Tender.** The original copy of the tender is to be enclosed in double cover. The inner cover should be sealed and bear tender Enquiry No and date of opening, while the outer cover should bear only address of this office without any indications. **"THE RIGHT TO IGNORE ANY TENDER WHICH FAILS TO COMPLY WITH THE ABOVE INSTRUCTIONS IS RESERVED"**

8. **Date and Time for Receipt of Tender** Your tender must reach this office by the date and time specified in schedule of tender (Form NL-2 attached). NLC will not be responsible for delay occurring in post, in the receipt of invitation to tenders by firm, or return of complete tenders.

9. **Price**

- a. The prices quoted must be as per accounting units as shown in the schedule to tender, inclusive of all taxes, all Govt taxes, stamp duty, packing and delivery charges where applicable. If the quotation includes Sales Tax packing and delivery charges etc, same will also be indicated separately. Refunds on account of returnable packages (if any) are to be separately specified.

- b. The price must be quoted in **PAK RUPEE** in figures and words at the appropriate space of the schedule to tender. Additional information, if any, must be linked with entries on the Schedule to Tender. In case of stores to be imported, quotation should be on **FOR Rawalpindi** basis. Bids will be offered in **Pakistani Currency** only.
 - c. Price quoted should be firm and final.
10. **Delivery Terms** The delivery of the items and materials is required within 10 x days from placing of demand by the user / consignee or as agreed during contract finalization.
11. **Payment Terms** 100% payments will be made after delivery and inspection by the board of officers.
12. **Packing** Unless a method of packing is indicated in the specification in the schedule to tender form, the method of packing which the contractor proposes to employ 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.**
13. Director General NLC Rawalpindi does not pledge himself to accept the lowest or any tender brand, he reserves the right of accepting the whole or any part of the quantity offered and firm shall supply these items at the quoted rate. **FIRM IS SOLE RESPONSIBLE TO HANDOVER THE ITEMS AND MATERIAL TO NLC IN WORKING CONDITON.**
14. **Inspection.** Inspection of the items will be carried out by a board of officers constituted by the consignee / HQ NLC on delivery of office / cptr stationery items, material at site as per sample.
15. **Special Conditions**
 - a. Price quoted by firm will be valid for one year from the date of signing of contract.
 - b. Price should be quoted on FOR Rawalpindi basis. Offer must accompany the schedule to this tender (NL-2) duly completed.
 - c. The list of quoted items must be of the same specifications as attached as per Annex "A" and "B".
 - d. Quantity can be decreased / increased in the contract by HQ NLC with mutual consent, of the firm.
 - e. Partial delivery and partial payment are allowed.
 - f. Firm will ensure delivery of items (even quantity one of any item) at HQ NLC Rwp.
 - g. Company shall not ask for inc in prices within stipulated period.
 - h. Firm should be on active tax payer list of FBR.

Note: Offers not complying with the above special instructions in addition to other conditions will NOT be entertained.

16. All matters connected with this enquiry and subsequent action arising there from come within scope of the Secret Act 1923. Information regarding the stores concerned must not be disclosed by you or your employees to any un-authorized person.

17. In case of any dispute regarding the terms and conditions, specification or the quality of stores, decision of the Director General HQ NLC will be considered as final and binding on the suppliers.

18. 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 your firms risk and cost.

19. Late Delivery charges will be impose, if exceed the prescribed delivery period.

20. **Validity of Offers.** The validity period of quoted rates must be indicated and should be at-least one year from the date of opening of the tender, extendable for further processing of the case, if required.

SPECIAL INSTRUCTIONS

TENDER NOT CONFORMING TO THE INSTRUCTIONS GIVEN IN FORM NL-1. NL-2 & NL-3 WILL BE LIABLE TO REJECTION. INCOMPLETE OFFERS WILL ALSO BE NOT CONSIDERED. PLEASE READ THESE INSTRUCTIONS CAREFULLY AND COMPLY WITH THEM

For & on behalf of the President of
Islamic Republic of Pakistan

President of Board
For Director General NLC

HEADQUARTERS NATIONAL LOGISTICS CORPORATION GENERAL HEADQUARTERS
RAWALPINDI
SCHEDULE TO TENDER
CONDITONS OF CONTRACT

Tender no. 1/2026/27/P/FOR/STATIONERY/NLC

Dated _____ 2026

TIME AND DATE OF OPENING OF TENDER _____ hrs on _____

The tender shall remain open for acceptance till _____ hrs on _____

The bids shall comprise of a single envelope included detail of stores & financial offer both.

Ser	Description of Stores.	Delivery period	Qty	Delivery Site	Price per unit	Total price
a.	Office / Cptr Stationery Items (with brand)	10 x days after placing of demand	As per schedule of contract	Rawalpindi		

NOTE:

- a. This will be a RRC. Prices quoted will be valid for one year. User will put demand “as and when req basis” throughout the year. Firm will be responsible to supply the demanded items within 10x days of issuance of Purchase Order.
- b. Prices are required to be quoted for **FOR Rawalpindi Basis.**
- c. Sample of each item must be provided at time of Tender opening
- d. Inspection stores clause will be included in the contract.
- e. Firm will provide free replacement of rejected stationery material if rejected by board of officers.
- f. Company shall deliver complete material to HQ NLC Harding Road Rawalpindi

IMPORTANT INSTRUCTIONS

- 1. **Quantity Offered by Bidders.** Bidders if not in a position to quote entire quantity and for delivery as required, state specifically the quantities which they can deliver at the price quoted. Silence on the point will entail responsibility for supply as quoted.
- 2. **Penalty** Liquidated Damages (LD) will be recovered
- 3. **Terms of Payment** Payment will be made after clearance of CRV / inspection report by the consignee. No advance payment is allowed.
- 4. **Earnest Money** 2% or maximum upto Rs. 500,000/- in shape of Pay Order / Bank Draft / Bank Guarantee in favour of National Logistics Corporation HQ Main Account will be submitted alongwith the offer as earnest money. Earnest money will be returned after finalization of contract.

5. **Samples.** All quotations must be accompanied with samples quoted. The same will be returned of the technically disqualified / unsuccessful bidders after technical evaluation criteria.
6. **Type of Performance Security**
- a. Successful bidder must be provide performance security in shape of Bank Draft, P.O, Banker Cheque or Bank Guarantee from schedule Bank of AA rating as per prescribed format, 5% of the total value of awarded contract within **15** days from the signing of the contract.
 - b. In case of failure to submit the performance security within 15 days, the bid security will be forfeited.
7. Quotations must be accompanied with detailed technical data, failing which the offer will not be entertained.
8. Offer must accompany by the schedule to tender and certificates on reverses be signed by persons signing each offer without which the offer will not be entertained.
9. **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.
10. The procuring agency "may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency shall, upon request communicate to any supplier or contractor who submits a bid or proposal, the grounds for its rejections of all bids or proposals, but is not required to justify those grounds.
11. **Arbitration.** All matters of dispute or difference regarding rejection of stores by the inspection team or cancellation of the contract by the purchaser die to failure or performance, arising out of this agreement between the parties thereto. The settlement of which is not otherwise specially provided for in this agreement, shall be referred to arbitration as under:-
- a. The dispute shall be referred for adjudication to DG NLC Rawalpindi. The arbitration proceedings shall be held in Pakistan under Pakistan Law. The arbitration award will be firm and final.
 - b. In the course of arbitration the contract shall be contract shall be continued to be executed except that part which is under arbitration.

President of the Board
For Director General NLC

Contractor's Telegraphic
Address _____
Telephone _____
Code Used _____

From: _____

To:
**THE DIRECTOR GENERAL
NATIONAL LOGISTICS CORPORATION
HARDING ROAD 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 here to 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 _____

**BIDDERNESS MUST GIVE SPECIFIC ANSWERS AGAINST
EACH OF THE FOLLOWING QUESTIONS**

1. Whether stores offered conform to particulars quoted on the reverse, if not, details of deviations must be stated here.
2. Earliest date by which delivery can be affected.
3. Guaranteed date of delivery.
4. Whether proper specification packing will be adhered to.
5. Gross weight of consignment. Net weight of each item.
6. Whether you agree to the inspection clause as stipulated.
7. Business name and constitution of tendering firm if the firm is registered under:-
 - (1) The Pakistan Companies act, 1984 of Pakistan.
 - (2) The Pakistan Partnership Act, 1932 (Please give the name of partners)
 - (3) Any At, if not who are owners (please give full)
8. Proforma invoice/quotations in original (not fax) of the manufacturer to the trading house where the prices offered are through trading house is enclosed to the offer

(Signature of Bidder)

DEMAND OF OFFICE STATIONERY ITEMS FOR FY 2026-27

Ser No	Items	A/U	Approved Qty
1.	Ball Point Black (Piano / Dollar)	Pkt	5
2.	Ball Point Blue (Piano / Dollar)	"	262
3.	Ball Point Red (Piano / Dollar)	"	6
4.	Ball Point (Gel Pen Multi colour/ M&G)	"	1
5.	Box File	No	82
6.	Binding Tape	"	21
7.	Binder Clip Large (Diamond)	Pkt	18
8.	Binder Clip Med (Diamond)	"	34
9.	Binder Clip Small (Diamond)	"	59
10.	Carbon Paper	"	7
11.	Computer Cleaner (Glint) Insta 500 ml	No	6
12.	Calculator 14 Digits (Citizen)	"	18
13.	Color Flag	Pkt	83
14.	Color Paper Different Color	"	5
15.	Correction Pen (Uni)	No	114
16.	Correction Tape (Pelikan)	"	8
17.	Clutch Pencil (Pilot 0.7 mm/ M&G)	Pkt	1
18.	Display File Large Size (Deli-50 Pkt)	No	6
19.	Duster Cloth	"	25
20.	Duplicating Paper	Ream	5
21.	Envelope Khaki Legal Size	No	1272
22.	Envelope Khaki A4 Size	"	2226
23.	Envelope White Legal Size	"	954
24.	Envelope White A-4 Size	"	1433
25.	Envelope white 9x4	"	1433
26.	Envelope white 6x4	"	161
27.	Envelope Fabricated Legal	"	875
28.	Envelope Fabricated Extra Legal	"	200
29.	Envelope SE-5	"	3341
30.	Envelope SE-6	"	161
31.	Envelope SE-6 White	"	161
32.	Envelope Opener	"	2
33.	Glaze Sheet Card	Pkt	1
34.	Gum Stick Large (Dollar– 35 gms)	No	175
35.	Gum Stick Medium (Dollar– 20 gms)	"	34
36.	Gum Bottle Large (Nafees)	Btl	5
37.	Gum Bottle Med (Nafees)	"	6
38.	Highlighter Red (Pelikan)	No	36
39.	Highlighter Pink (Pelikan)	"	24
40.	Highlighter Blue (Pelikan)	"	20
41.	Highlighter Green (Pelikan)	"	87
42.	Highlighter Orange (Pelikan)	"	19

Ser No	Items	A/U	Approved Qty
43.	Highlighter Yellow (Pelikan)	No	330
44.	Imp Paper A4 Size 100 gm (Paper One)	Ream	6
45.	Imp Paper A4 Size 80 gm (AA)	"	20
46.	Imp Paper Legal (8.5x14) Size 80 gm (AA)	"	10
47.	Imp Paper A4 Size 70 gm (AA)	"	1806
48.	Imp Paper Legal Size (8.5x14) 70 gm (AA)	"	43
49.	Imp Paper A3 Size 80 gm (AA)	"	5
50.	Ink Blue (Dollar / Nafees)	No	6
51.	Ink Blue (Pelikan/ Parker - 4001)	"	5
52.	Ink Remover Pen (Mercury)	"	12
53.	Khaki Sheet Large	Sheet	60
54.	Marker Permanent Blue (Mercury -Brito)	Pkt	5
55.	Marker Permanent Black (Mercury -Brito)	"	5
56.	Marker Normal Blue (Dollar)	"	5
57.	Marker Normal Black (Dollar)	"	5
58.	Masking Tape Broad (L) 1"	No	4
59.	Masking Tape Broad (L) 2"	"	9
60.	Paper Clips (V/Three flower 36 mm)	Pkt	342
61.	Paper Clip Colour (V/Three flower 36 mm)	"	6
62.	Paper Cutter Blade	No	38
63.	Paper Cutter (Deli)	"	19
64.	Paper Pins (Three Flower)	Pkt	24
65.	Pencil Lead (2 ½ # 999 Dux)	"	124
66.	Phoenix Pin (No. 6)	"	2
67.	Pokers	No	6
68.	Paper Fastener 80 mm	Box	9
69.	Plastic File with clip A4	No	22
70.	Punching Machine Heavy Duty (DL)	"	6
71.	Punching Machine Normal (TF0104 / Deli)	"	7
72.	Pointer Blue (Dollar)	Pkt	8
73.	Pointer Black (Dollar)	"	8
74.	Pental Set Perm Non-Permanent (OHP)	Set	5
75.	Packing Tape width 2" (Brown)	No	33
76.	Push Pin (Three Flower)	Pkt	6
77.	Rail Grip File	No	190
78.	Ring File Cover Plastic A4 –White	"	69
79.	Rubber Band	Pkt	9
80.	Register No. 6	No	24
81.	Register No. 10	"	30
82.	Register No. 18	"	32
83.	Register No. 24	"	48
84.	Register No. 28	"	5
85.	Register No. 35	"	5
86.	Register No. 40	"	5
87.	Rubber (DG 50)	"	161

Ser No	Items	A/U	Approved Qty
88.	Rubber (Soft -Pelikan AL30)	No	97
89.	Ruler Steel	"	11
90.	Scissors Large (Deli)	"	22
91.	Scotch Tape Large 2" (Deer)	"	48
92.	Scotch Tape Large 1" (Deer)	"	146
93.	Scotch Tape Large 1/2" (Deer)	"	7
94.	Sharpener Steel Large (Deli)	"	63
95.	Stamp Pad Large Blue (Crystal)	"	10
96.	Stapler Machine H/D (Deil)	"	5
97.	Stapler Machine 24/6 (ORO - Viktor)	"	31
98.	Stapler Pin 24/6 (Dollar)	Pkt	248
99.	Stapler Pin H/D 23/17 (Dollar)	"	6
100.	Stapler Pin Remover	No	6
101.	Stick Notes Chit (L) 3x5	Pkt	199
102.	Stick Notes Chit (M) 3x3	"	188
103.	Stick Notes Chit (S) 2x3	"	119
104.	Stick Notes Chit Multi Colour Extra Large	"	5
105.	Stamp Pad Ink Blue (Crystal)	No	10
106.	Separator Plastic A4 Size	Set	63
107.	Sharpener Machine (Deli)	No	7
108.	Spirals Binding 8 mm	Doz	49
109.	Spirals Binding 12 mm	"	25
110.	Spirals Binding 18 mm	"	19
111.	Spirals Binding 28 mm	"	8
112.	Talic Sheet	Mtr	58
113.	Tag Large Colour	Bdl	10
114.	Tag Small Colour	"	25
115.	Transparent Film (OHT)	Pkt	24
116.	Transparent Film Hard (Ibico)	"	21
117.	Thump Pin Large Size	"	5
118.	Gel Pen (RG-100) Blue	"	5
119.	Gel Pen (Pilot V7 hi-tecpoint Pen Blue / Black)	"	5
120.	Uniball Signo Blue/ Black	"	1
121.	Uniball Eye Fine Black	"	11
122.	Uniball Eye Fine Red	"	6
123.	Uniball Eye Fine Blue	"	50
124.	Uniball Eye Fine Green	"	8
125.	Uniball Fine Deluxe Blue	"	6
126.	Uniball Fine Deluxe Black	"	6
127.	Uniball Vision Elite (UB-200) Blue	"	5
128.	Schneider Blue (One hybrid C-0.5mm)	"	1
129.	Schneider Black (One hybrid C-0.5mm)	"	1
130.	Schneider Green (One hybrid C-0.5mm)	"	1
131.	Schneider Red (One hybrid C-0.5mm)	"	1
132.	Writing Pad Large (Lucky- 8.5x11)	No	109

Ser No	Items	A/U	Approved Qty
133.	Writing Pad Medium (Lucky- 6.5x8)	No	297
134.	Writing Pad Small (Lucky- 5x8)	"	107
135.	White Board Marker (Mercury -Brito)	"	11
136.	White Board Duster	"	8
137.	Mail Folder	"	6
138.	Flapper Plastic	"	136
139.	Flapper Normal	"	19
140.	Flapper Hard / 4 Flap	"	1
141.	Tape Dispenser	"	5
142.	Water Dumper	"	1
143.	Plastic Rope	"	7
144.	Binding Strip	"	1411
145.	Stamp (by name)	No	Req Basis
146.	Stamp (printy)	"	
147.	Stamp (seen)	"	
148.	Stamp (round)	"	
149.	Stamp (date)	"	

DEMAND OF COMPUTER STATIONERY ITEMS FOR FY 2026-27

<u>Ser No</u>	<u>Items</u>	<u>A/U</u>	<u>Approved Qty</u>
1.	Colour HP LJ M176,177 (Set of 4 -130A) Original	Set	1
2.	Colour HP LJ M252N A (Set of 4 - 210A) Original	"	2
3.	Colour HP LJ 205 A (Set of 4) Original	"	1
4.	Color HP LJ M553 (508 A - set of 4) Original	"	1
5.	Toner Colour HP LJ M281(203 set of 4) Original	"	2
6.	Toner Colour HP LJ 178nw (119A-set of 4) Original	"	3
7.	Toner Colour HP LJ CP5225 (307A set of 4) CE740-743 Original	"	1
8.	Toner Colour HP LJ MFP-4303 (230a) Original	"	2
9.	Toner EPSON L805 Inkjet Color Original	"	3
10.	Toner P1102 (85A) HP LJ Originals	No	2
11.	Toner 1020 (12A) HP LJ Original	"	1
12.	Toner HPLJ P1005 (35A) Original	"	1
13.	Toner HP LJ 26 A (M402 MFP) Original	"	2
14.	Toner HP LJ Pro 17 A (M102a) Original	"	2
15.	Drum Unit HP LJ 19 A (Toner 17 A) Original	"	2
16.	Toner HP LJ 76A Pro M-404 (dn) Original	"	10
17.	Toner HP LJ 107 Original	"	12
18.	Toner RICOH-MP-5055-SP (Multifunctional) Original	"	22
19.	Toner (Konica Minolta Bizub 164) Original	"	1