



HEAVY INDUSTRIES TAXILA

ARDIC

Bid No. 5647/RT- 03/Dev/AR dated 10 Sep 2026

Standard Bidding Documents

For

“Procurement of Stationery Items”

(Single Stage One Envelope Method)

Bid Submission: **on or before 25 Sep 2026 at 1030 hours**

Bid Opening: **25 Sep 2026 at 1100 hours**

**ADVANCED RESEARCH PROCUREMENT AND INNOVATION CENTER (ARDIC)
HEAVY INDUSTRIES TAXILA
TAXILA CANTT**

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HEAVY INDUSTRIES TAXILA
ARDIC

TENDER NOTICE

1. Sealed tenders are invited from reputed firms possessing NTN certificates for supply of under mentioned items. Procurement will be carried out in the light of PPRA and MoDP rules: -

Tender No.	Nomenclature	A/U	Qty	Delivery Period	Collection of Tender Documents	Date and Time of Tender	
						Submission	Opening
RT-03	Procurement of Stationery Items Details as per Annexure "A"			01 x months after signing of contract	Available on HIT Website	1030 hours on 25 Sep 2026	1100 hours on 25 Sep 2026

**Note: Annexure if not found can be obtained from ARDIC, Heavy Industries Taxila on any working day before deadline.*

2. Bidder must submit the following document along with check list attached at Section – C at time of submission of tender: -

- a. Photocopy of Registration / Pre-qualification / Indexation letter issued by the HIT.
- b. Copy of Registration certificate issued by Sales Tax Department
- c. Copy of NTN certificate.
- d. Attested copy of CNIC of Managing Director / Chief Executive Officer.
- e. Certificate on a judicial paper worth Rs 100 duly attested by Oath Commissioner that firm is neither defaulter nor blacklisted by any Govt Org directly or indirectly.
- f. Copy of registration letter with Govt / Semi Govt organization (if any).
- g. Postal order of Rs 2000/- should be enclosed with Bid in favour of Managing Director ARDIC.

For further Information

Deputy Assistant Director (Development)

Tel: (051) 9315243

Email: ardic_hit@margallahil.com

HEAVY INDUSTRIES TAXILA

ARDIC

INVITATION TO BIDS

Bid No. 5647/RT-03/Dev/ARDIC dated 10 Sep 2026

“Procurement of Stationery Items”

Date: 10 Sep 2026

1. This Invitation to Tender (IT) follows the advertisement published on PPRA and shared with firms registered in relevant category for the subject procurement.

2. The Heavy Industries Taxila (ARDIC) now invites sealed bids from eligible Suppliers for the Procurement of subject items. The complete original bids properly filled in and enclosed in sealed envelope(s) must be delivered as under: -

<u>Ser</u>	<u>Activity</u>	<u>Response</u>	<u>Remarks</u>
a.	Bid submission	1030 hours on 25 Sep 2026	<u>By Post.</u> Deputy Assistant Director (Procurement), ARDIC, Heavy Industries Taxila, Taxila Cantt <u>By Hand.</u> Tender Box available at Gate ARDIC Gate.
b.	Bid Opening	1100 hours on 25 Sep 2026	Venue Advanced Research Procurement and Innovation Center (ARDIC) HIT Taxila
c.	Bid Submission Address	ARDIC Gate, Heavy Industries Taxila, Taxila Cantt	Drop Tender document in Tender Box before deadline.

3. All bids must be accompanied by a Bid Security / Earnest Money in the form of Call Deposit Receipt (CDR), Bank Draft (BD) or Pay Order (PO) in favour of Managing Director (ARDIC), Heavy Industries Taxila as per the instructions provided in this IT.

4. Firms shall nominate an authorized representative, on the firm's letterhead, with authority to conduct all business for and on behalf of the firms during the bidding process, and in case of award of contract, during the execution of contract. Appointment of the Lead Member shall be subsequently confirmed by submission of a valid Power of Attorney before signing of the contract by the firm winning the contract.

6. This IT consists of 14 x pages and comprises following forms: -

- Section – A. Invitation letter and general instructions to the firms.
- Annexure's

7. Firms will fill and return, with their offers along with Annexures duly stamped / signed by the authorized person / signatory.

Yours faithfully,

Deputy Assistant Director (Development)
Advanced Research Procurement and Innovation Center (ARDIC)
Heavy Industries Taxila, Taxila Cantt

GENERAL INSTRUCTIONS

Mandatory Conditions for the IT

1. This IT contains some **MANDATORY CONDITIONS** (marked in bold capitals), which if not agreed in essence shall render the offer Null-and-Void without any legal ramification to the offered. No counter-offer of any **MANDATORY CONDITION** shall be accepted.

- a. No reference, written / oral will be made in the Bidding Documents or during the bidding process, of any previous contract concluded between the firm and the Procuring Agency or the firm with any other Procuring Agency inside or outside the territory of Pakistan.
- b. Any deviation (except for the **MANDATORY CONDITIONS**) due to non-acceptance of IT conditions should be highlighted alongwith the firm's changed offer / conditions. Bid may, however, be liable to rejection due to non-acceptance of any one or more conditions outlined by the Purchaser in this IT.

Eligibility of Firms

2. The bidding shall be conducted in line with the procedure as elaborated in the DPP&I-35 and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the MoDP (from time to time) and is open to all the potential bidders. Eligibility criteria laid down in the DPP&I-35 will be followed strictly. Bidder will render a certificate as per format at **Annexure 'C'** that the firm is neither defaulter / blacklisted by any Government Organization directly or indirectly nor any investigation / interrogation was ever carried out against the firm by any Pakistani or overseas intelligence / investigation agency; and the firm is fully eligible as per the DPP&I-35 (Revised 2019) to offer bid. Key points are as under: -

- a. **Ineligible Countries**. India and Israel.
- b. **Ineligible Firms**. A firm will be ineligible if: -
 - (1) Declared bankrupt / insolvent;
 - (2) Payments in favour of the firm is suspended in accordance with the judgment of a court of law;
 - (3) Legal proceedings are instituted against a firm involving an order suspending payments and which may result in declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property;
 - (4) The firm or its management / administration is convicted, by a final judgment, of any offence involving professional conduct;
 - (5) Firm is blacklisted and debarred due to corrupt and fraudulent practices, or performance failure or breach of bid securing declaration.
 - (6) A firm which has defaulted on two or more contracts with any of the Services HQ and DPEs until the satisfactory conclusions of the contract.

**Note: Administrative / legal action will be taken against an ineligible firm, if it participates in the tender.*

Preparation and Delivery of Bid

3. **Validity of Bid (MANDATORY Condition)**. Bids shall be valid for **180 x days** extendable to 180 x days from the date of opening of the Financial Proposal. This must be indicated in the Technical as well as the Financial Proposals.

4. **Late Submission**. Bids received after the appointed time will NOT be entertained and regarded as "POST BID OFFER". The appointed time will, however, fall on the next working day in case of closed / forced holiday. HIT will not accept any excuse of delay occurring in the postal services.

5. **Delivery of Bids.** The firms shall submit Financial Proposal envelope.
- a. **Financial Proposal.** Only one copy of the offer (in original) indicating prices quoted in figures as well as in words along-with essential literature / brochure as per itemized cost for format at “**Schedule to Price Section - B**” be provided. “Financial Proposal”, “Tender Number” and “date of opening” should be clearly marked on the face of the envelope. The actual bid security / Earnest Money showing the amount will be placed inside the envelope of the “Financial Proposal”.
 - c. Financial offer will be sealed in envelope, bearing the stamp / signature of the bidder. Thereafter Financial Proposal along with the Bid Security envelope will be placed in one envelope (second cover) duly sealed, stamped, and signed. This cover should bear the address of Heavy Industries Taxila, IT number and date, and IT opening date. It should be addressed to following: -

To: Assistant Works Manager
Deputy Assistant Director (Development) - Tender Document
ARDIC Gate, Heavy Industries Taxila
Tel: (051) 9315333 (63045)
E-Mail: ardic_hit@margallahil.com
 - d. **Postal Order.** Postal order of Rs 2,000/- should be enclosed with Technical Bid in favour of Managing Director (ARDIC)

Participation and the Opening of IT

6. **Participation in Bid Opening.** IT will be opened in the presence of the firms, who choose to attend on the assigned time, date and place.
- a. Firms should send a representative with the knowledge of the content of the Bid who shall verify the information read out from submitted documents. Failure to send a representative or to point out any un-read Information by the firm’s representative shall indemnify the Procuring Agency against any claim or failure to read out the correct information contained in the Bid.
 - b. Representative should be a responsible authority and permitted signatory, competent to negotiate and sign the contract on the behalf of the supplier / firm, if required.
 - c. The firms’ representatives shall sign attendance sheet as proof of their attendance. Omission of firm’s signature on the record shall not invalidate the contents and affect the record.
7. **Opening of Tender.** Tender will be opened as per the procedures laid down in DPP&I-35 / HIT and at least thirty (30) minutes after the time specified for the submission of tender. In case of closed / forced holidays, tender opening time will be considered the same on the next working day.
- a. Technical Proposal i.e. without prices will be opened on the day of tender opening and will be sent for the Technical Scrutiny.
 - b. The “Financial Proposal” will be opened, when the Technical Proposal is accepted by the technical authorities. The date of opening for “Financial Proposal” will be intimated to the firm in advance.
 - c. The Financial Proposal will be returned to the firm un-opened along with the Bid Security / EM if the Technical Proposal is not technically accepted.
8. **Withdrawal of Offer.** Bidder cannot withdraw the offer before signing of the contract and within the validity period of offers. Any firm withdrawing its offer within the validity period can be placed under embargo for upto three year and the Bid Security / EM will be forfeited. Any change in the original IT condition will also be construed as withdrawal of offer.

9. **Rights Reserved.** HIT reserves the full rights to accept, reject or cancel all the offers including the lowest without assigning any reason.

Acceptance of Bids

10. Bids technically approved by the Technical Scrutiny Committee will be accepted. In addition, Bids not opened and not read out at the tender opening shall not be considered further for evaluation.

Bid Security / Earnest Money (EM)

11. The Bid Security / EM will be in the form of a CDR / Bank Draft / Pay Order in the favour of Managing Director (ARDIC), Heavy Industries Taxila, for the amount in Pakistan Rupees for FOR cases or equivalent US\$ for FOB cases. Bid Security in the form of crossed cheque / cheques shall be liable for rejection. The bid security will be equivalent to **5%** of the quoted value subject to the maximum ceiling of Rs. 0.500 million.

12. The muted Bid Security / Earnest Money envelope will be opened with the Technical Proposal. Technical Proposals received without Muted Bid Security / Earnest Money or not as per the stipulated amount shall be liable to rejection.

13. **Return of Bid Security / Earnest Money**. In case a firm not qualifying during the technical scrutiny, its Financial Proposal (unopened) along with the Bid Security/ Earnest Money will be returned within 60 x working days on receipt of the Technical Scrutiny Report. In case a firm qualifies during the technical scrutiny, the Bid Security / Earnest Money will be returned after signing of the contract and on submission as well as confirmation of the Performance Bank Guarantee and Advance Bank Guarantee.

14. **Evaluation of Firm / Qualification Criteria**. Qualified Bidder as per evaluation criteria at Annexure "B" will be awarded the Contract. Participating firms should meet the scoring mentioned at Annexure B and ensure provision of relevant documents and data.

15. **Terms of Payment.**

- a. 100% payment on accepted goods within one month of delivery will be made by the CMA (DP) Rwp / CMA (HIT) Taxila Cantt to firm on production of required documents.
- b. Partial payment against partial deliveries will NOT be allowed.

16. **Security Deposit / Performance Bank Guarantee (BG)**. PBG will be provided from any scheduled Bank of the State Bank of Pakistan on Call Deposit Receipt (CDR), Bank Draft (BD), Pay Order (PO) or judicial stamped paper / e-stamp paper worth Rs 100.00 in favour of CMA (HIT) / CMA (DP). Provision of following unconditional and irrevocable BGs is a **MANDATORY CONDITION**: -

- a. **Advance Bank Guarantee (if any)**. ABG, if any, equivalent to the amount of the advance payment (maximum upto 20% of the contract value) **within _____ of** the signing of the contract. The ABG will be enforceable from the date of issuance and remain valid for 60 x days beyond the CRV of the last CRC.
- b. **Performance Bank Guarantee (PBG)**. PBG equivalent to **5%** of the total contract value will be provided by the supplier along with the signed copy of the contract. The PBG will remain valid for upto 60 x days beyond the delivery period of last CRC / CRV
- c. **Warranty Bank Guarantee (WBG)**. WBG equivalent to **5%** of the total contract value will be provided 30 x days before the expiry of the delivery period. Return of PBG will be contingent upon submission of WBG. WBG will remain valid for upto 60 x days beyond the warranty period of the last lot.

Note: *Procuring Agency may retain PBG as WBG.*

17. **Warranty/ Guarantee**

- a. All goods/stores offered will be brand new, from the production year onwards in

accordance with the approved drawing and specifications; and all the latest modifications / up-gradation will be incorporated in the equipment. The materials used, whether or not of his manufacture, should also be in accordance with the latest design and specifications.

- b. All goods/stores supplied under the contract shall have no defect, arising from design, materials, or workmanship.
- c. The warranty / guarantee will be provided on Warranty / Guarantee Form DPL- 15 / Letter of Guarantee and will be applicable for **12 Months** from the date of issuance of last CRC.

18. **Force Majeure**

- a. The Parties (purchaser and supplier) will not be held responsible for any delay (e.g. delay in delivery of stores, delay in due payments etc) occurring in execution of the contract due to event of force majeure such as acts of God, War, Riots, Civil Commotion, Lockouts, Act of Foreign Government and its agencies and disturbance directly affecting the parties and events or circumstances on which the parties has no control. In such an event occurring at the supplier's end, the supplier shall inform the purchaser within 15 days of the happening and within the same timeframe about the discontinuation of such circumstances / happening in writing. Non-availability of raw material for the manufacture of stores or of export permit for the export of the contracted stores from the country of its origin or any third party license and exchange rate fluctuations after signing of the contract shall not constitute force majeure.
- b. Where the case of force majeure causes delay in the delivery of respective stores, and/or services or any other delivery and should such delay exceed a period of 6 (six) months, only purchaser shall have the right to terminate the contract. In case of termination by the buyer, the supplier shall deliver the items which, as of the effective date of termination, have been finished or items which are on the production line and are due to be completed within a specific timeline to be rendered by Supplier in writing.
- c. Any of the above-mentioned event or pandemic etc already occurring before the signing of the contract will not be considered as force majeure.

19. **Liquidated Damages / Late Delivery (LD)**. In the event of delay for more than 21 days in delivery of any task as per contract at Supplier's fault, the Supplier shall inform the purchaser before expiry of such delivery/completion period giving reasons / justification for it. The purchaser shall have the right to take following actions: -

- a. Cancel or terminate the contract as per the termination clause of this IT and purchase undelivered stores from elsewhere at the risk and expense of the Supplier, and/or.
- b. If the Purchaser agrees with the justification of delay provided by the Supplier, the Purchaser may extend the delivery period without imposing the LD charges. Such extensions will only be limited to two times. Third extension will be with LD.
- c. LD will be imposed when the Competent Purchase Officer is satisfied that the failure to supply the stores or complete the task within the scheduled delivery/ completion period has been for reasons within the control of the Supplier, and/or if the government has suffered loss for reasons of belated delivery. These LDs, if imposed, will be recovered upto maximum of 2% but not less than 1% (depending on the merit of the case as decided by Procuring agency) of the value of stores/supplied/ completed late per month or a part of a month for the period exceeding the original delivery/completion period, subject to the provision that the total LDs thus imposed will not exceed 10% of the total value of the late delivered stores and services etc.
- d. The purchaser's decision under this clause shall NOT be subjected to arbitration.

Note: SOP on imposition of LD charges is available at HIT website

20. **Risk and Expense**. In the event of failure on the part of the Supplier to comply with the contractual obligation, the contract shall be cancelled at the risk and expenses of Supplier.

21. **Amendment in Contract (MANDATORY CONDITION)**. Amendment in contract, if required, shall be processed in writing and made with mutual agreement/consent of both the parties.

22. **Stamp Duty**. As per Stamp Duty Act 1899, Firm is liable to pay stamp duty taxes @ 0.25% (25 paise per Rs.100.00). Firm will deposit the amount on account of Stamp duty on TR / Challan form to Bank of Punjab and submit the deposit copy to this office at time of submission of Bill / Invoice.

23. **Disqualification**. Offers are liable to rejection, if: -

- a. Offer is made through Fax / Email / Cable / Telex.
- b. Received later than appointed / fixed date and time or contradicting to binding terms;
- c. Not agreeing to the MANDATORY CONDITIONS of this IT.
- d. Offers are found conditional or incomplete in any respect.
- e. Postal order as per para - 5d above is NOT attached with the offer.
- f. Manufacturer's relevant brochures and technical details on major equipment assemblies are NOT attached in support of specifications; or
- g. Bid Security NOT mentioned in the Technical Proposal.
- h. If validity of offer is NOT quoted as specified in para-3 above or made subject to confirmation later.
- i. Tender specifications / requirement not conforming in general (except MANDATORY CONDITION) which have to be agreed.
- j. Multiple offers.
- k. There is any deviation from General /Special / Technical Instructions provided.
- l. Offers (Financial / Technical) containing non-initialed / unauthenticated amendments / corrections / overwriting.
- m. Multiple rates are quoted against one item.
- n. If offer is found to be based on cartel action in connivance with other sources / participants of the tender.

Official Secret Act / Non-Disclosure Agreement

24. All matters connected with this enquiry and subsequent actions arising there from come within the scope of the Official Secret Act, 1923. The firms are requested to ensure complete secrecy regarding the documents and the stores concerned with the enquiry and to limit the number of employees having access to this information.

Miscellaneous

25. **Address**. Address for submission of Bids and lodging complaints to the GRC is as under: -

- | | | |
|----|----------------------------------|--|
| a. | Submission of Bidding Documents. | Deputy Assistant Director (Development)
ARDIC Gate (Tender Document)
Heavy Industries Taxila, Taxila Cantt
Tel: (051) 9315333 (63045)
E-Mail: ardic_hit@margallahil.com |
| b. | Lodging complaints. | Managing Director (ARDIC)
Heavy Industries Taxila, Taxila Cantt
Tel: 051-9315188 |

SCHEDULE OF REQUIREMENT AND DELIVERY

1. The delivery schedule expressed as: -

Ser	Description	A/U	Quantity	Remarks
1.	Photostat Paper, Fine Quality, A4 Size (210 × 297 mm), Imported, Double A Brand or Equivalent, 80 GSM, White, 500 Sheets per Ream	Ream	90	
2.	Computer Paper, A4 Size (210 × 297 mm), 70 GSM, White, Copy Mate Brand or Equivalent, 500 Sheets per Ream	Ream	160	
3.	Scotch Tape, 1 Inch Width, 72 Yards Length, Transparent, Deer Brand or Equivalent, suitable for general office	Roll	45	
4.	Rubber Eraser, DG-50, Bahadur Brand or Equivalent, soft and non-abrasive.	Nos	70	
5.	Uni-ball Eye Rollerball Pen, 0.7 mm Tip, Blue Ink, Signo Brand or Equivalent, smooth-writing and suitable for general office use.	Nos	90	
6.	Ball Point Pen, Blue Ink, 0.8 mm Tip, PIANO Brand or Equivalent, smooth writing, suitable for general office use.	Nos	450	
7.	Plastic File Cover, A4 Size, with Binding Stick/Slide Bar, transparent or translucent, durable quality, suitable for filing and protecting office documents.	Nos	150	
8.	Drafting Pad, Small Size, 8 × 6 Inches, Best Quality Paper, 50 Sheets per Pad, suitable for drafting, writing, and general office use.	Pads	50	
9.	Correction Pen, 7 ml, White Correction Fluid, Pelikan Brand or Equivalent, quick-drying and suitable for neat correction of printed or handwritten text.	Nos	30	
10.	Glue Stick, Medium Size, UHU Brand or Equivalent, non-toxic, quick-drying and suitable for paper, card, and general office use.	Nos	80	

11.	Post-it Notes Pad, 3 × 3 Inches, self-adhesive, removable and repositionable, suitable for office notes, reminders, and marking. M&G Brand or Equivalent	Nos	30	
12.	Post-it Notes Pad, 3 × 5 Inches, self-adhesive, removable and repositionable, suitable for office notes, reminders, and marking. M&G Brand or Equivalent	Nos	25	
13.	Paper Pins, Best Quality, 28 Gram Pack, rust-resistant metal, sharp and durable, suitable for general office use.	Nos	50	
14.	Paper Clips, 3.5 cm Size, Best Quality, rust-resistant metal, smooth-finished and durable, suitable for securely holding office documents.	Nos	50	
15.	Permanent Marker, Model 90/70, Blue Ink, quick-drying, waterproof and fade-resistant, suitable for writing on paper, plastic, glass, metal and other surfaces. Dollar Brand or Equivalent	Nos	40	
16.	Permanent Marker, Model 90/70, Black Ink, quick-drying, waterproof and fade-resistant, suitable for writing on paper, plastic, glass, metal and other surfaces. Dollar Brand or Equivalent	Nos	40	
17.	Lead Pencil, 2½ HB Grade, Deer Brand or Equivalent, Suitable for general office and drafting use.	Nos	250	
18.	Uni-ball UB-157 Eye Fine Roller Pen or Equivalent, Black Ink, 0.7 mm Tip, smooth and consistent ink flow, suitable for general office writing and signing.	Nos	30	
19.	Stapler Machine, Deli E0271 or Equivalent, durable metal/plastic body, standard office size, suitable for regular office use.	Nos	08	
20.	Whiteboard Marker, Model 90/70, Blue Ink, quick-drying, low-odor and easily erasable, suitable for writing on whiteboards and other surfaces.	Nos	24	

21.	Whiteboard Marker, Model 90/70, Black Ink, quick-drying, low-odor and easily erasable, suitable for writing on whiteboards and other surfaces.	Nos	24	
22.	Highlighter Marker, Yellow, Green and Orange Colors, Mercury Brand or Equivalent, fluorescent ink, quick-drying and suitable for highlighting text on paper and office documents.	Nos	40	
23.	Pencil Sharpener, Best Quality, durable body with sharp steel blade, suitable for standard-size lead pencils and general office use	Nos	30	
24.	Scissors, Medium Size, Deli Brand or Equivalent, stainless-steel blades with durable handles, suitable for cutting paper, card and general office use.	Nos	06	
25.	File Binder Cloth (Black)	Nos	150	
26.	AA Size Battery Cell, Toshiba / Power Plus Brand or Equivalent, 1.5V, leak-resistant, long-lasting and suitable for general office electronic devices.	Nos	60	
27.	Pointer Pen, Blue Ink, Dollar Brand or Equivalent, fine tip, smooth ink flow and suitable for general office writing and marking.	Nos	50	
28.	Marker, Black Ink, permanent and quick-drying, with durable tip, suitable for writing and marking on paper, cardboard, plastic and other common surfaces. Tempo Brand or Equivalent.	Nos	20	
29.	Marker, Blue Ink, permanent and quick-drying, with durable tip, suitable for writing and marking on paper, cardboard, plastic and other common surfaces. Tempo Brand or Equivalent.	Nos	20	
30.	AAA Size Battery Cell, Toshiba / Power Plus Brand or Equivalent, 1.5V, leak-resistant and long-lasting, suitable for remote controls, clocks, calculators and other general office electronic devices.	Nos	60	
31.	Colour Paper, A4 Size (210 × 297 mm), Multi Colours, approximately 10 different colours, suitable for printing, photocopying, office filing and general stationery use.	Nos	100	

32.	Cutting Mat, A2 Size, Rubber / PVC surface, durable and non-slip, with printed grid markings, suitable for precision cutting, drafting and general office use.	Nos	05	
33.	Stapler Pins, Size 24/6, Dollar Brand or Equivalent, high-quality galvanized steel, rust-resistant and suitable for standard office staplers.	Nos	50	
34.	Register, 4 Quire, Best Quality, ruled paper with durable binding and cover, suitable for office record keeping and general documentation.	Nos	25	
35.	Register, 8 Quire, Best Quality, ruled paper with durable binding and cover, suitable for office record keeping and general documentation.	Nos	15	
36.	Packing Tape, 2 Inches Width, 50 Yards Length, strong adhesive, durable and suitable for carton sealing, packing and general office use.	Roll	12	
37.	Ring Folder, Black, Size approximately 35 × 25 cm, durable hard cover with metal ring mechanism, suitable for filing and organizing A4-size office documents.	Nos	24	
38.	14 Digit Calculator, Citizen CT-9300 / Deli or Equivalent, large display, durable keys and suitable for routine office calculations.	Nos	04	
39.	Toner Cartridge for HP LaserJet P2015 Printer, Black, high-quality print output and suitable for routine office printing.	Nos	04	
40.	Toner Ink Powder, Black, ½ Kg Pack, good-quality formulation, suitable for compatible laser printer toner cartridge refilling and routine office printing.	Packets	10	

Name of the Bidder:

**[complete name of the Bidder]*

Name and signatures

***[complete name of the person authorized to sign the Bid on behalf of the Bidder]*

Date:

FINANCIAL PROPOSAL**SCHEDULE OF PRICE – SUMMARY**

Ser	Description	A/U	Quantity	Unit Price	Total Price
1.	Photostat Paper, Fine Quality, A4 Size (210 × 297 mm), Imported, Double A Brand or Equivalent, 80 GSM, White, 500 Sheets per Ream	Ream	90		
2.	Computer Paper, A4 Size (210 × 297 mm), 70 GSM, White, Copy Mate Brand or Equivalent, 500 Sheets per Ream	Ream	160		
3.	Scotch Tape, 1 Inch Width, 72 Yards Length, Transparent, Deer Brand or Equivalent, suitable for general office	Roll	45		
4.	Rubber Eraser, DG-50, Bahadur Brand or Equivalent, soft and non-abrasive.	Nos	70		
5.	Uni-ball Eye Rollerball Pen, 0.7 mm Tip, Blue Ink, Signo Brand or Equivalent, smooth-writing and suitable for general office use.	Nos	90		
6.	Ball Point Pen, Blue Ink, 0.8 mm Tip, PIANO Brand or Equivalent, smooth writing, suitable for general office use.	Nos	450		
7.	Plastic File Cover, A4 Size, with Binding Stick/Slide Bar, transparent or translucent, durable quality, suitable for filing and protecting office documents.	Nos	150		
8.	Drafting Pad, Small Size, 8 × 6 Inches, Best Quality Paper, 50 Sheets per Pad, suitable for drafting, writing, and general office use.	Pads	50		
9.	Correction Pen, 7 ml, White Correction Fluid, Pelikan Brand or Equivalent, quick-drying and suitable for neat	Nos	30		

	correction of printed or handwritten text.				
10.	Glue Stick, Medium Size, UHU Brand or Equivalent, non-toxic, quick-drying and suitable for paper, card, and general office use.	Nos	80		
11.	Post-it Notes Pad, 3 × 3 Inches, self-adhesive, removable and repositionable, suitable for office notes, reminders, and marking. M&G Brand or Equivalent	Nos	30		
12.	Post-it Notes Pad, 3 × 5 Inches, self-adhesive, removable and repositionable, suitable for office notes, reminders, and marking. M&G Brand or Equivalent	Nos	25		
13.	Paper Pins, Best Quality, 28 Gram Pack, rust-resistant metal, sharp and durable, suitable for general office use.	Nos	50		
14.	Paper Clips, 3.5 cm Size, Best Quality, rust-resistant metal, smooth-finished and durable, suitable for securely holding office documents.	Nos	50		
15.	Permanent Marker, Model 90/70, Blue Ink, quick-drying, waterproof and fade-resistant, suitable for writing on paper, plastic, glass, metal and other surfaces. Dollar Brand or Equivalent	Nos	40		
16.	Permanent Marker, Model 90/70, Black Ink, quick-drying, waterproof and fade-resistant, suitable for writing on paper, plastic, glass, metal and other surfaces. Dollar Brand or Equivalent	Nos	40		
17.	Lead Pencil, 2½ HB Grade, Deer Brand or Equivalent, Suitable for general office and drafting use.	Nos	250		

18.	Uni-ball UB-157 Eye Fine Roller Pen or Equivalent, Black Ink, 0.7 mm Tip, smooth and consistent ink flow, suitable for general office writing and signing.	Nos	30		
19.	Stapler Machine, Deli E0271 or Equivalent, durable metal/plastic body, standard office size, suitable for regular office use.	Nos	08		
20.	Whiteboard Marker, Model 90/70, Blue Ink, quick-drying, low-odor and easily erasable, suitable for writing on whiteboards and other surfaces.	Nos	24		
21.	Whiteboard Marker, Model 90/70, Black Ink, quick-drying, low-odor and easily erasable, suitable for writing on whiteboards and other surfaces.	Nos	24		
22.	Highlighter Marker, Yellow, Green and Orange Colors, Mercury Brand or Equivalent, fluorescent ink, quick-drying and suitable for highlighting text on paper and office documents.	Nos	40		
23.	Pencil Sharpener, Best Quality, durable body with sharp steel blade, suitable for standard-size lead pencils and general office use	Nos	30		
24.	Scissors, Medium Size, Deli Brand or Equivalent, stainless-steel blades with durable handles, suitable for cutting paper, card and general office use.	Nos	06		
25.	File Binder Cloth (Black)	Nos	150		
26.	AA Size Battery Cell, Toshiba / Power Plus Brand or Equivalent, 1.5V, leak-resistant, long-lasting and suitable for general office electronic devices.	Nos	60		

27.	Pointer Pen, Blue Ink, Dollar Brand or Equivalent, fine tip, smooth ink flow and suitable for general office writing and marking.	Nos	50		
28.	Marker, Black Ink, permanent and quick-drying, with durable tip, suitable for writing and marking on paper, cardboard, plastic and other common surfaces. Tempo Brand or Equivalent.	Nos	20		
29.	Marker, Blue Ink, permanent and quick-drying, with durable tip, suitable for writing and marking on paper, cardboard, plastic and other common surfaces. Tempo Brand or Equivalent.	Nos	20		
30.	AAA Size Battery Cell, Toshiba / Power Plus Brand or Equivalent, 1.5V, leak-resistant and long-lasting, suitable for remote controls, clocks, calculators and other general office electronic devices.	Nos	60		
31.	Colour Paper, A4 Size (210 × 297 mm), Multi Colours, approximately 10 different colours, suitable for printing, photocopying, office filing and general stationery use.	Nos	100		
32.	Cutting Mat, A2 Size, Rubber / PVC surface, durable and non-slip, with printed grid markings, suitable for precision cutting, drafting and general office use.	Nos	05		
33.	Stapler Pins, Size 24/6, Dollar Brand or Equivalent, high-quality galvanized steel, rust-resistant and suitable for standard office staplers.	Nos	50		
34.	Register, 4 Quire, Best Quality, ruled paper with durable binding and cover,	Nos	25		

	suitable for office record keeping and general documentation.				
35.	Register, 8 Quire, Best Quality, ruled paper with durable binding and cover, suitable for office record keeping and general documentation.	Nos	15		
36.	Packing Tape, 2 Inches Width, 50 Yards Length, strong adhesive, durable and suitable for carton sealing, packing and general office use.	Roll	12		
37.	Ring Folder, Black, Size approximately 35 × 25 cm, durable hard cover with metal ring mechanism, suitable for filing and organizing A4-size office documents.	Nos	24		
38.	14 Digit Calculator, Citizen CT-9300 / Deli or Equivalent, large display, durable keys and suitable for routine office calculations.	Nos	04		
39.	Toner Cartridge for HP LaserJet P2015 Printer, Black, high-quality print output and suitable for routine office printing.	Nos	04		
40.	Toner Ink Powder, Black, ½ Kg Pack, good-quality formulation, suitable for compatible laser printer toner cartridge refilling and routine office printing.	Packets	10		

Inclusive/Exclusive:

Sales Tax @ _____%

Surcharge @ _____%

Stamp Duty @ 25 Paise on Rs. 100

Any Other Tax: _____

Total Price _____

CERTIFICATE OF ELIGIBILITY / NON-BLACKLISTING CERTIFICATE

“It is certified that our firm is neither defaulter / blacklisted by any Government Organization directly or indirectly nor any investigation / interrogation was ever carried out against us by any Pakistani or overseas intelligence/investigation agency. It is further certified that our firm is fully eligible as per the DPP&I-35 / HIT to offer bid in this IT.”

Name of MD _____

CNIC or Passport No. _____

Signature _____

Date _____