



Tender Documents

Procurement of Stationary Items

NUTECH/SCM/Stationary items-2019/TD-076

NATIONAL UNIVERSITY OF TECHNOLOGY

TENDER NOTICE

National University of Technology (NUTECH)

NUTECH/SCM/Stationary items-2019/TD-076

Sealed bids (Single Stage – Two Envelope) are invited from Government / FBR registered firms for procurement of Stationary items at NUTECH.

1. Tender documents containing terms & conditions and detailed specifications of items can be downloaded from NUTECH website “<https://nutech.edu.pk>” w.e.f **01 Jun 2019**.
2. Quotations shall be submitted as per requirements of the tender documents.
3. Bidders will be required to submit bank draft / PO equal to 4% of quoted value as Bid Bond in favor of National University of Technology (NUTECH).
4. Sealed bids with detailed specifications should reach on the following address latest by **1200 hours on 17 Jun 2019**. Late submission may not be entertained.
5. Bids will be opened at **1230 hours on 17 Jun 2019 at SCM Office**.
6. Store to be supplied in 3 days from the date of award of contract.
7. Rs 1500/- will be submitted as Tender Fee in favor of NUTECH HBL Account: **NUTECH Tendering and Contracts: 5037-7000210755**. Please attach bank receipt with technical offer. Offers will not be entertained without payment of processing fee.

Deputy Director (Supply Chain Management)
NATIONAL UNIVERSITY OF TECHNOLOGY (NUTECH), UPROAD, SECI-12
ISLAMABAD

Tel: +92-051-5476768, Ext: 178

NATIONAL UNIVERSITY OF TECHNOLOGY

SUPPLY CHAIN MANAGEMENT

INVITATION TO TENDER

1. NUTECH desires to procure the list of item(s) / Store(s) as per **Annexure-A**. Interested bidders are requested to send their bids through courier or deliver at NUTECH under Single Stage – Two Envelop Procedure (two sealed envelopes placed together in third sealed envelope), marked clearly, **"Technical Offer" & "Commercial Offer"**, respectively to the undersigned, latest by or before above mentioned due date. If due to any unforeseen circumstances, NUTECH establishment remains closed, then the last date of submission will be extended to next working day.
2. Note that Technical Offer should contain only Annexes-A & B duly filled in (supported with relevant technical literature / details / catalogues etc) and receipt of tender processing fee. Commercial Offer will contain Annexure-C and bid bond (dully marked and placed in separate envelop). Ensure that no space is left blank in the annexes.
3. Following must be noted-
 - a. Annexes A, B and C must be signed and stamped. Attach only relevant literature.
 - b. Complete all document as per given format. Do not use your format or letter head. Offer may be rejected if given format is not followed.
 - c. Validity of offer will be 90 days.
 - d. Delivery & installation period will be 03 days from the date of award of contract.
 - e. The firm should provide point to point acceptance of each clause of IT and special instructions attached with IT.
 - f. Firm will render a certificate with technical offer that firm is neither defaulter nor blacklisted by any Government / semi Government organization directly or indirectly.
 - g. Tender(s) must be accompanied with a Bid Bond in agreement of faithful compliance of the conditions of Contract / Purchase Order. This

amount will be equivalent to 4% of the total quoted value. In case of non-acceptance of any offer, the Bid Bond will be returned to the bidder by fastest possible means. The Bid Bond amount submitted by the successful bidder will however be refunded on effective completion of Contract / Purchase Order. (The Bid Bond will be forfeited in case of default by the bidder from his commitments made through his offer). Submission of Bid Bond is mandatory; otherwise your offer will be rejected.

- h. Rates should be quoted on Free Delivery basis at NUTECH Islamabad.
- i. Partially quoted bids may be rejected.

4. NUTECH reserves the right to accept or reject any or all tenders as a whole or in part without assigning any reason whatsoever. The decision in this regard will be firm, final and binding on all bidders.

DD (Supply Chain Management)

Technical Specifications**NUTECH/SCM/Stationary items-2019/TD-076**

Ser	Item	Specifications	Country of Origin	A/U	Qty	Bidder Compliance			Scrutiny by User	
						Yes	No	Alternate Offer	Accepted	Rejected
									Reason of Rejection	
1	Binder Clips	51 MM	Pakistan	Pkt	50					
2	Binder Clips	41 MM	Pakistan	Pkt	50					
3	Binder Clips	32 MM	Pakistan	Pkt	50					
4	Binder Clips	25 MM	Pakistan	Pkt	50					
5	Binder Clips	18 MM	Pakistan	Pkt	50					
6	Binder Clips	15 MM	Pakistan	Pkt	200					
7	Binder Clips	12 MM	Pakistan	Pkt	200					
8	Binder Clips	10 MM	Pakistan	Pkt	200					
9	Binder Clips	08 MM	Pakistan	Pkt	200					
10	A4 Lever Arch Binders	210 x 297 MM	Pakistan	Nos	500					
11	Legal Size Lever Arch Binders	210 x 297 MM	Pakistan	Nos	200					
12	Binding Adhesive Tape	3 inch Best Quality	Pakistan	Roll	50					
13	Binding Adhesive Tape	2 inch Best Quality	Pakistan	Roll	50					
14	Calculator	Casio or comparable, Electronic plastic Key, 14 digit	Pakistan	Nos	100					
15	Paper Colour A4 Size	All Colours	Pakistan	Pkt	500					
16	Correction Pen	Unibal, Picasso, Dux	Pakistan	Nos	500					
17	Cutter Blades (Set of 10)	Berent A-100 (18 MM)	Pakistan	Pkt	100					
18	Paper Cutter	Plastic, Corrosion free blade, 9-15mm	Pakistan	Nos	300					
19	Duster	Cotton 18-24"	Pakistan	Kgs	200					
20	English-Urdu Dictionary	Oxford Webster 8 x 11	Pakistan	Nos	10					
21	English-English Dictionary	Oxford Webster 8 x 11	Pakistan	Nos	10					

22	White Board Marker	Dollar 2 mm	Pakistan	Pkt	50				
23	Marker Permanent Blue	Dollar 2mm	Pakistan	Pkt	50				
24	Marker Permanent Black	Dollar 2mm	Pakistan	Pkt	50				
25	Envelope (Khaki) - C3	324 x 458 mm	Pakistan	Nos	500				
26	Envelope (Khaki) - C4	229 x 324 mm	Pakistan	Nos	500				
27	Envelope (Khaki) - C5	162 x 229 mm	Pakistan	Nos	1000				
28	Envelope (Khaki) - C6	114 x 162 mm	Pakistan	Nos	1000				
29	Envelope (Khaki) - C7	81 x 114 mm	Pakistan	Nos	500				
30	Envelope (Khaki) - C8	57 x 81 mm	Pakistan	Nos	500				
31	Envelope (White) - C6	114 x 162 mm	Pakistan	Nos	500				
32	Envelope (White) - C3	324 x 458 mm	Pakistan	Nos	500				
33	Envelope (White) - C4	229 x 324 mm	Pakistan	Nos	500				
34	Envelope with Cloth - C3	324 x 458 mm	Pakistan	Nos	500				
35	Envelope with Cloth - C4	229 x 324 mm	Pakistan	Nos	500				
36	Envelope with Cloth - C5	162 x 229 mm	Pakistan	Nos	1000				
37	Envelope (Khaki) SE-6A Cloth	114 x 162 mm	Pakistan	Nos	1000				
38	Ereaser DG 50	Pelican	Pakistan	Pkt	200				
39	File Clip	Plastic, 36mm	Pakistan	Pkt	500				
40	File Clip	Plastic, 52mm	Pakistan	Pkt	500				
41	File Clip	Plastic, 54mm	Pakistan	Pkt	500				
42	File Pin	Small	Pakistan	Pkt	500				
43	Colour Flags		Pakistan	Pkt	1500				
44	Gel Pen 0.7 RG-100	Dollar	Pakistan	Pkt	200				
45	Glu Stick	35 gm	Pakistan	Nos	300				
46	Glu Stick	40 gm	Pakistan	Nos	300				
47	White Craft Glue	1 KG	Pakistan	Btl	10				
48	Board Pin	Plastic, Multi colour	Pakistan	Pkt	200				
49	Stapler Machine	Heavy Duty	Pakistan	Nos	30				
50	Stapler Pin	Large Different Sizes	Pakistan	Pkt	100				
51	Highlighter (nos of 6)	Glow IT Classic,Mercury (Yellow)	Pakistan	Pkt	500				
52	Highlighter (nos of 6)	Glow IT Classic,Mercury (Green)	Pakistan	Pkt	500				
53	Highlighter (nos of 6)	Glow IT Classic,Mercury (Orange)	Pakistan	Pkt	500				

54	Ink Blue	Dollar	Pakistan	Btl	500				
55	Ink Remover	Dux	Pakistan	Pkt	500				
56	Lead pencil	2x1/2 HB, Goldfish	Pakistan	Pkt	1000				
57	Colour Pencil	All Colours	Pakistan	Pkt	50				
58	Mouse Pad	Valve (70 x 120 Cm)	Pakistan	Nos	200				
59	Note Pad Royalty Free	A4 Size (100 Pages)	Pakistan	Pad	500				
60	Note Pad Rose Lined	A4 Size (100 Pages)	Pakistan	Pad	500				
61	Drafting Pad	Large	Pakistan	Pad	500				
62	Note Book	Short Hand	Pakistan	Nos	50				
63	Scotch Tape	66 MM (3M/TM)	Pakistan	Roll	200				
64	Paper A3 80gm	Double A	Pakistan	Ream	20				
65	Computer Paper	AA, A4 size, 80 gm, 500 sheets/ream	Pakistan	Ream	1200				
66	Computer Paper	Legal size, 80 gm, 500 sheets/ream	Pakistan	Ream	150				
67	Paper Legal 70gm	Legal size, 70 gm, 500 sheets/ream	Pakistan	Ream	100				
68	Paper A4 70gm	A4 size, 70 gm, 500 sheets/ream	Pakistan	Ream	200				
69	Post-it-pad Yellow	2 M	Pakistan	Pad	500				
70	Post-it-pad Yellow	3 M	Pakistan	Pad	500				
71	Post-it-pad Yellow	4 M	Pakistan	Pad	500				
72	Post-it-pad Yellow	5 M	Pakistan	Pad	500				
73	Ink Pen	Dollar, Dux, Piano	Pakistan	Nos	200				
74	Pen Stand	Kebica Leather Pen Stand	Pakistan	Nos	100				
75	Pencil Tray Plastic	37 x 350 MM, Black	Pakistan	Nos	100				
76	Phonix Pin	Five Star-4	Pakistan	Pkt	50				
77	Phonix Pin	Five Star-6	Pakistan	Pkt	50				
78	Phonix Pin	Five Star-8	Pakistan	Pkt	50				
79	Phonix Pin	Five Star-10	Pakistan	Pkt	50				
80	Poker with handle		Pakistan	Dozen	100				
81	Punch Machine	Heavy Duty, 2 hole, punch 30 sheets of 80 gm	Pakistan	Nos	50				
82	Punch Machine	Heavy Duty, 2 hole, punch 10 sheets of 80 gm	Pakistan	Nos	100				
83	Punching machine	Extra Large	Pakistan	Nos	50				

84	Register	Large (300) Pages	Pakistan	Nos	200				
85	Register	Medium (150) Pages	Pakistan	Nos	200				
86	Scissors	Precision 6 Inch	Pakistan	Nos	100				
87	Scissors	Precision 10 Inch	Pakistan	Nos	100				
88	Separator	A4	Pakistan	Nos	500				
89	Pencil Sharpner	Dux	Pakistan	Dozen	100				
90	Carl Coloris Pencii Sharpner Machine	Heavy Duty	Pakistan	Nos	50				
91	Spiral Binding	8 MM	Pakistan	Pkt	100				
92	Spiral Binding	10 MM	Pakistan	Pkt	100				
93	Spiral Binding	12 MM	Pakistan	Pkt	100				
94	Spiral Binding	14 MM	Pakistan	Pkt	50				
95	Spiral Binding	16 MM	Pakistan	Pkt	50				
96	Spiral Binding	18 MM	Pakistan	Pkt	50				
97	Spiral Binding	20 MM	Pakistan	Pkt	50				
98	Spiral Binding	22 MM	Pakistan	Pkt	20				
99	Spiral Binding	24 MM	Pakistan	Pkt	20				
100	Spiral Binding	26 MM	Pakistan	Pkt	20				
101	Spiral Binding	28 MM	Pakistan	Pkt	20				
102	Spiral Binding	30 MM	Pakistan	Pkt	20				
103	Spiral Binding Machine	Heavy Duty	Pakistan	Nos	4				
104	Stamp Pad	Pelicon or comparable, Blue, leakage proof, 70x110mm	Pakistan	Pad	200				
105	Stamp Pad Ink	Violet Colour	Pakistan	Btl	50				
106	Stapler Machine	Medium	Pakistan	Nos	200				
107	Stapler Pin	Medium	Pakistan	Pkt	500				
108	Stapler Pin Remover	Small	Pakistan	Nos	100				
109	Steel Ruler (Scale)	24 inch, metal	Pakistan	Nos	300				
110	Sticky Folder	Size A4	Pakistan	Pkt	200				
111	Tag	9 Inch, cotton	Pakistan	Bdl	500				
112	Tag	12 Inch, cotton	Pakistan	Bdl	500				
113	Binding Plastic Sheet	Transparent A4 Size	Pakistan	Pkt	50				
114	Mesh Paper Tray Desk	Medium	Pakistan	Nos	200				
115	Uni ball (Cristal + Matro)	Black	Pakistan	Pkt	100				
116	Uni ball (Cristal + Matro)	Blue	Pakistan	Pkt	200				

117	Uni ball (Cristal + Matro)	Red	Pakistan	Pkt	20				
118	Uni ball (Cristal + Matro)	Green	Pakistan	Pkt	20				
119	USB	64GB HP	Pakistan	Nos	4				
120	USB	32GB HP	Pakistan	Nos	10				
121	USB	16GB HP	Pakistan	Nos	50				
122	USB	8GB HP	Pakistan	Nos	50				
123	Ball Point Blue	Piano, Dollar, Dux	Pakistan	Pkt	500				
124	Ball Point Black	Piano, Dollar, Dux	Pakistan	Pkt	100				
125	Ball Point Red	Piano, Dollar, Dux	Pakistan	Pkt	100				
126	Schneider Red	Xtra 895	Pakistan	Pkt	24				
127	Tape Insulation	1"	Pakistan	Nos	200				
128	Tape Insulation	1-1/2"	Pakistan	Nos	150				
129	Tape Insulation	2.5"	Pakistan	Nos	150				
130	DVD Blanks (RW)	XP	Pakistan	Nos	1000				
131	Tip-Ex Correction Tap	Big White Out	Pakistan	Nos	100				
132	Table Diary	For Maintaining To do list	Pakistan	Nos	200				
133	Table Diary Stand	Marble Type	Pakistan	Nos	200				
134	HP Original Toner / Cartridge HP 80A(CF280A)	Laser Jet Printer M401 / M400	Pakistan	Nos	5				
135	HP Original Toner/ Cartridge HP-201A (CF402A, CF-403A,CF-400A, CF-401)	Laser Jet Colour Pro M252n	Pakistan	Set	10				
136	Original Toner / Cartridge (MP2501S)	Photo State RICOH MP2501SP	Pakistan	Nos	20				
137	HP Original Toner / Cartridge HP 26A (CF226A)	HP Laser Jet Pro 402dne	Pakistan	Nos	150				
138	Original Toner / Cartridge	For HP Laser Jet Printer 1132	Pakistan	Nos	20				
139	Original Toner / Cartridge	HP Laser Jet Pro M254nw (203A)	Pakistan	Set	6				
140	Talic Sheet	Transparent Roll	Pakistan	Roll	10				
141	Master Clip Folder	Fancy	Pakistan	Nos	500				
142	Clear Book CB-60 FC (Ready Reckoner)	NICHIKO	Pakistan	Nos	50				
143	Marker	Blue	Pakistan	Pkt	30				
144	Marker	Black	Pakistan	Pkt	30				
145	Colour Marker	All Colours	Pakistan	Pkt	50				
146	PVC Box Folder	Large	Pakistan	Box	1000				

147	PVC Box Folder	Small	Pakistan	Box	1000				
148	Paper Weight	16, 20, 24, 28, 32 and 36 pounds	Pakistan	Nos	200				
149	Rubber Band	3-1/2"	Pakistan	Pkt	100				
150	Office Table Stationery Set	Sample attached	Pakistan	Set	100				
151	Card for Invitation Card	A-4 Size Format Att	Pakistan	Pkt	20				
152	Paper for DO Letter	A-4 Size Format Att	Pakistan	Pkt	20				
153	Shreader Machine Small	Arora	Pakistan	Nos	15				
154	Finger Wet Device	Roller Ball	Pakistan	Nos	100				

Special Instructions

- a. Bid(s) shall be rejected if required detail (where applicable) of specifications, brand, origin, make, model, warranty etc. are not clearly quoted / mentioned. No margin shall be given on this account.
- b. Bid(s) shall be rejected if the rate(s) are unclear, incomplete, ambiguous or conditional. Multiple quotes are not allowed.
- c. All payments shall be made in local currency after delivery, inspection and acceptance.
- d. Penalty for delay will be mentioned in contract agreement.
- e. Right to purchase at Risk-and-Expense of Supplier, if the selected supplier: (i) fails to complete the order, or (ii) delays to supply within the delivery time quoted or extended time given by Purchaser, or (iii) supplies sub-standard items, or (iv) supplies low quality items, then NUTECH reserves the right to (i) purchase single, all or un-supplied quantity of item(s), as the case may be, at supplier's Risk-and-Expense (ii) forfeit Earnest Money and resort to administrative actions, etc.
- f. NUTECH reserves the right to (i) change the required quantity while placing purchase order. Reject any bid or procurement process, (iii) make clarifications, etc.; - any time, as per rules.
- g. Representatives' of bidders are allowed to witness opening of tenders, without conferring any privilege.
- h. Contract Agreement shall be signed with successful bidder(s) as per NUTECH policy. The provision of stamp paper shall be the responsibility of firm which shall be delivered within 3 days of issuance of PO.

- i. Late submission of tender documents will not be entertained.
- j. In case of dispute, case shall be reviewed by 'NUTECH redressed of grievance committee and decision of NUTECH shall be final and binding on both parties, without recourse to legal action.
- k. For samples firms representatives can visit SCM Office NUTECH.

Total Value_____

GST _____

Gross Total Value_____

Bid Bond Ref_____

Firm Name_____
Signature_____
Name_____
Designation_____

TECHNICAL OFFER
NUTECH/SCM/Stationary items-2019/TD-076

Please fill in the following essential parameters:

1. Validity of Offer: _____ Days (Should not be less than 90 days)
2. Delivery Period: _____ Days (After Placement of order)
3. Country of Origin: _____
4. Warranty/Guarantee: _____ Months from the date of final acceptance of the stores.

General

GST No: _____ (Please enclose copy)

NTN/CNIC: _____ (if exempted, please provide valid exemption certificate)

Payment Terms:

1. 50 % advance payment (Against valid bank Guarantee)
2. 50% Payment during delivery / installation /commissioning /user satisfaction certificate

Details of Payment Recipient

(1) Name/Title: _____

(2) Address: _____

Signature: _____

Official Seal: _____

Name: _____

Designation: _____

FINANCIAL OFFER
NUTECH/SCM/Stationary items-2019/TD-076

Ser	Item	Specification	A/U	Qty	Unit Price (Rs) (including all taxes)	Total (Rs)
1	Binder Clips	51 MM	Pkt	50		
2	Binder Clips	41 MM	Pkt	50		
3	Binder Clips	32 MM	Pkt	50		
4	Binder Clips	25 MM	Pkt	50		
5	Binder Clips	18 MM	Pkt	50		
6	Binder Clips	15 MM	Pkt	200		
7	Binder Clips	12 MM	Pkt	200		
8	Binder Clips	10 MM	Pkt	200		
9	Binder Clips	08 MM	Pkt	200		
10	A4 Lever Arch Binders	210 x 297 MM	Nos	500		
11	Legal Size Lever Arch Binders	210 x 297 MM	Nos	200		
12	Binding Adhesive Tape	3 inch Best Quality	Roll	50		
13	Binding Adhesive Tape	2 inch Best Quality	Roll	50		
14	Calculator	Casio or comparable, Electronic plastic Key, 14 digit	Nos	100		
15	Paper Colour A4 Size	All Colours	Pkt	500		
16	Correction Pen	Unibal, Picasso, Dux	Nos	500		
17	Cutter Blades (Set of 10)	Berent A-100 (18 MM)	Pkt	100		
18	Paper Cutter	Plastic, Corrosion free blade, 9-15mm	Nos	300		
19	Duster	Cotton 18-24"	Kgs	200		
20	English-Urdu Dictionary	Oxford Webster 8 x 11	Nos	10		
21	English-English Dictionary	Oxford Webster 8 x 11	Nos	10		
22	White Board Marker	Dollar 2 mm	Pkt	50		

23	Marker Permanent Blue	Dollar 2mm	Pkt	50		
24	Marker Permanent Black	Dollar 2mm	Pkt	50		
25	Envelope (Khaki) - C3	324 x 458 mm	Nos	500		
26	Envelope (Khaki) - C4	229 x 324 mm	Nos	500		
27	Envelope (Khaki) - C5	162 x 229 mm	Nos	1000		
28	Envelope (Khaki) - C6	114 x 162 mm	Nos	1000		
29	Envelope (Khaki) - C7	81 x 114 mm	Nos	500		
30	Envelope (Khaki) - C8	57 x 81 mm	Nos	500		
31	Envelope (White) - C6	114 x 162 mm	Nos	500		
32	Envelope (White) - C3	324 x 458 mm	Nos	500		
33	Envelope (White) - C4	229 x 324 mm	Nos	500		
34	Envelope with Cloth - C3	324 x 458 mm	Nos	500		
35	Envelope with Cloth - C4	229 x 324 mm	Nos	500		
36	Envelope with Cloth - C5	162 x 229 mm	Nos	1000		
37	Envelope (Khaki) SE-6A Cloth	114 x 162 mm	Nos	1000		
38	Ereaser DG 50	Pelican	Pkt	200		
39	File Clip	Plastic, 36mm	Pkt	500		
40	File Clip	Plastic, 52mm	Pkt	500		
41	File Clip	Plastic, 54mm	Pkt	500		
42	File Pin	Small	Pkt	500		
43	Colour Flags		Pkt	1500		
44	Gel Pen 0.7 RG-100	Dollar	Pkt	200		
45	Glu Stick	35 gm	Nos	300		
46	Glu Stick	40 gm	Nos	300		
47	White Craft Glue	1 KG	Btl	10		
48	Board Pin	Plastic, Multi colour	Pkt	200		
49	Stapler Machine	Heavy Duty	Nos	30		
50	Stapler Pin	Large Different Sizes	Pkt	100		
51	Highlighter (nos of 6)	Glow IT Classic,Mercury (Yellow)	Pkt	500		
52	Highlighter (nos of 6)	Glow IT Classic,Mercury (Green)	Pkt	500		
53	Highlighter (nos of 6)	Glow IT Classic,Mercury (Orange)	Pkt	500		
54	Ink Blue	Dollar	Btl	500		
55	Ink Remover	Dux	Pkt	500		
56	Lead pencil	2x1/2 HB, Goldfish	Pkt	1000		
57	Colour Pencil	All Colours	Pkt	50		

58	Mouse Pad	Valve (70 x 120 Cm)	Nos	200		
59	Note Pad Royalty Free	A4 Size (100 Pages)	Pad	500		
60	Note Pad Rose Lined	A4 Size (100 Pages)	Pad	500		
61	Drafting Pad	Large	Pad	500		
62	Note Book	Short Hand	Nos	50		
63	Scotch Tape	66 MM (3M/TM)	Roll	200		
64	Paper A3 80gm	Double A	Ream	20		
65	Computer Paper	AA, A4 size, 80 gm, 500 sheets/ream	Ream	1200		
66	Computer Paper	Legal size, 80 gm, 500 sheets/ream	Ream	150		
67	Paper Legal 70gm	Legal size, 70 gm, 500 sheets/ream	Ream	100		
68	Paper A4 70gm	A4 size, 70 gm, 500 sheets/ream	Ream	200		
69	Post-it-pad Yellow	2 M	Pad	500		
70	Post-it-pad Yellow	3 M	Pad	500		
71	Post-it-pad Yellow	4 M	Pad	500		
72	Post-it-pad Yellow	5 M	Pad	500		
73	Ink Pen	Dollar, Dux, Piano	Nos	200		
74	Pen Stand	Kebica Leather Pen Stand	Nos	100		
75	Pencil Tray Plastic	37 x 350 MM, Black	Nos	100		
76	Phonix Pin	Five Star-4	Pkt	50		
77	Phonix Pin	Five Star-6	Pkt	50		
78	Phonix Pin	Five Star-8	Pkt	50		
79	Phonix Pin	Five Star-10	Pkt	50		
80	Poker with handle		Dozen	100		
81	Punch Machine	Heavy Duty, 2 hole, punch 30 sheets of 80 gm	Nos	50		
82	Punch Machine	Heavy Duty, 2 hole, punch 10 sheets of 80 gm	Nos	100		
83	Punching machine	Extra Large	Nos	50		
84	Register	Large (300) Pages	Nos	200		
85	Register	Medium (150) Pages	Nos	200		
86	Scissors	Precision 6 Inch	Nos	100		
87	Scissors	Precision 10 Inch	Nos	100		
88	Separator	A4	Nos	500		
89	Pencil Sharpner	Dux	Dozen	100		
90	Carl Coloris Pencii Sharpner Machine	Heavy Duty	Nos	50		
91	Spiral Binding	8 MM	Pkt	100		
92	Spiral Binding	10 MM	Pkt	100		

93	Spiral Binding	12 MM	Pkt	100		
94	Spiral Binding	14 MM	Pkt	50		
95	Spiral Binding	16 MM	Pkt	50		
96	Spiral Binding	18 MM	Pkt	50		
97	Spiral Binding	20 MM	Pkt	50		
98	Spiral Binding	22 MM	Pkt	20		
99	Spiral Binding	24 MM	Pkt	20		
100	Spiral Binding	26 MM	Pkt	20		
101	Spiral Binding	28 MM	Pkt	20		
102	Spiral Binding	30 MM	Pkt	20		
103	Spiral Binding Machine	Heavy Duty	Nos	4		
104	Stamp Pad	Pelicon or comparable, Blue, leakage proof, 70x110mm	Pad	200		
105	Stamp Pad Ink	Violet Colour	Btl	50		
106	Stapler Machine	Medium	Nos	200		
107	Stapler Pin	Medium	Pkt	500		
108	Stapler Pin Remover	Small	Nos	100		
109	Steel Ruler (Scale)	24 inch, metal	Nos	300		
110	Sticky Folder	Size A4	Pkt	200		
111	Tag	9 Inch, cotton	Bdl	500		
112	Tag	12 Inch, cotton	Bdl	500		
113	Binding Plastic Sheet	Transparent A4 Size	Pkt	50		
114	Mesh Paper Tray Desk	Medium	Nos	200		
115	Uni ball (Cristal + Matro)	Black	Pkt	100		
116	Uni ball (Cristal + Matro)	Blue	Pkt	200		
117	Uni ball (Cristal + Matro)	Red	Pkt	20		
118	Uni ball (Cristal + Matro)	Green	Pkt	20		
119	USB	64GB HP	Nos	4		
120	USB	32GB HP	Nos	10		
121	USB	16GB HP	Nos	50		
122	USB	8GB HP	Nos	50		
123	Ball Point Blue	Piano, Dollar, Dux	Pkt	500		
124	Ball Point Black	Piano, Dollar, Dux	Pkt	100		
125	Ball Point Red	Piano, Dollar, Dux	Pkt	100		
126	Schneider Red	Xtra 895	Pkt	24		

127	Tape Insulation	1"	Nos	200		
128	Tape Insulation	1-1/2"	Nos	150		
129	Tape Insulation	2.5"	Nos	150		
130	DVD Blanks (RW)	XP	Nos	1000		
131	Tip-Ex Correction Tap	Big White Out	Nos	100		
132	Table Diary	For Maintaining To do list	Nos	200		
133	Table Diary Stand	Marble Type	Nos	200		
134	HP Original Toner / Cartridge HP 80A(CF280A)	Laser Jet Printer M401 / M400	Nos	5		
135	HP Original Toner/ Cartridge HP-201A (CF402A, CF-403A,CF-400A, CF-401)	Laser Jet Colour Pro M252n	Set	10		
136	Original Toner / Cartridge (MP2501S)	Photo State RICOH MP2501SP	Nos	20		
137	HP Original Toner / Cartridge HP 26A (CF226A)	HP Laser Jet Pro 402dne	Nos	150		
138	Original Toner / Cartridge	For HP Laser Jet Printer 1132	Nos	20		
139	Original Toner / Cartridge	HP Laser Jet Pro M254nw (203A)	Set	6		
140	Talic Sheet	Transparent Roll	Roll	10		
141	Master Clip Folder	Fancy	Nos	500		
142	Clear Book CB-60 FC (Ready Reckoner)	NICHIKO	Nos	50		
143	Marker	Blue	Pkt	30		
144	Marker	Black	Pkt	30		
145	Colour Marker	All Colours	Pkt	50		
146	PVC Box Folder	Large	Box	1000		
147	PVC Box Folder	Small	Box	1000		
148	Paper Weight	16, 20, 24, 28, 32 and 36 pounds	Nos	200		
149	Rubber Band	3-1/2"	Pkt	100		
150	Office Table Stationery Set	Sample attached	Set	100		
151	Card for Invitation Card	A-4 Size Format Att	Pkt	20		
152	Paper for DO Letter	A-4 Size Format Att	Pkt	20		
153	Shreader Machine Small	Arora	Nos	15		
154	Finger Wet Device	Roller Ball	Nos	100		
Total						

Bid Bond Ref _____ **GST** _____ **Custom Duty** _____

Total Gross Value of total Qty _____

(Bid Bond be attached with Annex C. Copy of Bid Bond be attached with

Technical offer without showing its value. Exposure of bid bond may result in rejection of offer.

Firm Name _____
Signature _____
Name _____
Designation _____