

Tender Documents

TERMS & CONDITIONS OF TENDER NOTICE No.03/2024-25

The terms and conditions to participate in the tender for purchase of office stationery, miscellaneous items and computer accessories by the Ministry of Science and Technology (MoST) are as follows:

1. **The firm must be registered with e-Pak Acquisition & Disposal System (EPADS).**
2. Interested contractors/firms must provide a valid proof/document showing registration of the firm with EPADS launched by PPRA.
3. Tender should accompany an Earnest Money of **Rs.100,000/-** (refundable) in the form of Bank Draft/Pay Order in favour of Drawing & Disbursing Officer (DDO), Ministry of Science & Technology, Islamabad (**Cheque will not be accepted**). Without earnest money the tender will be rejected. The earnest money will be returned to the unsuccessful bidders immediately after finalization of the tender and in case of successful bidder(s), it will be converted into Security Deposit which will be retained till 30.06.2025.
4. Rates to be quoted shall be inclusive of GST and all applicable taxes and shall be valid up to **30.06.2025**. However, the procuring agency may extend contract period beyond **30.06.2025** till finalization of next tender.
5. Samples of the items where possible especially for papers should be attached with the tender.
6. The firms shall be liable to supply the requisite items within seven days after issuance of Purchase Order(s) at 1-Constitution Avenue G-5/2, Islamabad at their own expenses and even at short notice if needed.
7. The Firms must have Sales Tax Registration Certificate, National Tax Number and AGPR's Vender Number and also included in the Active Taxpayers List (ATL) of FBR and have proper offices, shops/stores in Rawalpindi/ Islamabad as well as facilities of telephone/fax lines.
8. All the information as at S.No.5 above must be printed on the quotations/ bills of the competing firms as AGPR does not accept bills without such information printed on the bill.
9. Income tax and other taxes will be deducted as per Govt. instructions and applicable rate.
10. An Affidavit on stamp paper of Rs.50/- to the effect that the firm has never been indulged in any litigation and has never been blacklisted by any Ministry/ Division/ Department/Organization of the Government(s) must be attached with the bids.
11. Submission of any false statement/documents and concealing of information is likely to disqualify the bidder.
12. This Ministry may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The MoST shall upon request communicate to any agency/party or contractor who submitted a bid or proposal, the grounds for rejection of all bids or proposals, but is not required to justify those grounds.

LIST OF STATIONERY / MISC. & COMPUTER STATIONERY ITEMS

S. No.	Name of Items	Per Pack/Per Unit	Rate	GST	Total Cost
	Stationery Items:				
1)	Offset Paper 70 gms A/4 size imported (each ream containing 500 sheets) :-				
	i) HP	Ream			
	i) Paper One	Ream			
	ii) Double A	Ream			
2)	Offset Paper 80 gms A/4 size imported (each ream containing 500 sheets) :-				
	i) HP	Ream			
	ii) Paper One	Ream			
	iii) Double A	Ream			
3)	Offset Paper 80 gms legal size imported (each ream containing 500 sheets) :-				
	i) HP	Ream			
	ii) Paper One	Ream			
	iii) Double A	Ream			
4)	Binder Clips Black :-				
	i) 19mm	Per Box			
	ii) 32mm	Per Box			
	iii) 38mm	Per Box			
	iv) 42mm	Per Box			
5)	Ball Points Dollar Clipper (Blue/Black/Red)	Per Pack of 10 No.			
6)	Ball Point (Picasso Crystal) Blue/Black/Red	-do-			
7)	Piano Point 0.8mm grip Sayyed	-do-			
8)	Piano Point Pro 0.8mm	-do-			
9)	Gel Pen Grip Leader 0.7mm M&G	-do-			
10)	Dollar Pointer+ 0.3 (Blue/Black/Red)	Per Pack of 10 No.			
11)	Marker Tempo (Blue/Black)	Per Pack			

12)	Calculator 12 Digit (Best Quality) Large size	Each			
13)	Coloured Flags Pronoti	Packet			
14)	Coloured Paper (A4 size) (each ream containing 500 sheets)	Ream			
15)	Coloured Paper (legal size) (each ream containing 500 sheets)	Ream			
16)	Diary Register No.6 Tayyaba	Each			
17)	File Register No.3 Tayyaba	Each			
18)	Attendance Register No.1 Tayyaba	Each			
19)	Log Book of Vehicles (No.6) Best Quality	Each			
20)	Envelops S.E.5 Best Craft Paper 80gm.	Per 100			
21)	Envelops S.E.6 Best Craft Paper 80gm.	Per 100			
22)	Envelops S.E.7 Best Craft Paper 80gm.	Per 100			
23)	Envelops S.E.8 Best Craft Paper 80gm.	Per 100			
24)	Envelops A/4 size Best Craft Paper 80gm	Per 100			
25)	Erasers- Best Quality	Dozen			
26)	File Boards White A/4 Thick-SHAHEEN	Per Pack of 10			
27)	File Boards White A/4 Thick-VENUS	Per Pack of 10			
28)	File Flappers Rexine	Per 100			
29)	Ruled Register (16 No)- IMRAN	Each			
30)	Ruled Register (6 No)- IMRAN	Each			
31)	Ruled Register Lucky (24 No) Imported Paper	Each			
32)	Ruled Register Lucky (20 No) Imported Paper	Each			
33)	Ruled Register Lucky (16 No) Imported Paper	Each			
34)	Ruled Register Lucky (10 No) Imported Paper	Each			
35)	Ruled Register Lucky (08 No) Imported Paper	Each			
36)	Gum/Glue Stick :-				
	i) UHU (Original)- 22gm	Each			
	ii) Amos 22gm	Each			
	iii) Dollar 22gm	Each			
37)	Ink Dollar 60 ml	Each			

38)	Markers Piano (Permanent) Blue/Black/Red/Green	Each			
39)	Markers Piano White Board Blue/Black/Red/Green	Each			
40)	Marker Dollar 70/90 All Colors	Each			
41)	Note Sheet Pad Offset paper A/4 size imported White Paper (each pad containing 50 sheets)	Each			
42)	Draft Pad A/4 size (each pad containing 50 sheets)	Each			
43)	Draft Pad small size (each pad containing 50 sheets)	Each			
44)	Peon Book (90 sheets) Best Quality	Each			
45)	Pencil Shorthand (Goldfish)	Dozen			
46)	Pencil Jars- Deli	Each			
47)	Paper Pins China 50 gm- Best Quality	Packet			
48)	Paper Clips 36mm – Best Quality	Packet			
49)	Lead Pencil- Goldfish # 2 ^{1/2} HB 5000	Dozen			
50)	Lead Pencil- Prima Art # 818 Soft Writer pencil	Dozen			
51)	Short-hand Note Book (Standard Size 100 sheets) Fine Quality	Each			
52)	Sharpeners Plastic DUX Original	Dozen			
53)	Sharpener Bahadur-131(Two screw sharpener)	Dozen			
54)	Sharpener Machine- Best Quality	Each			
55)	Staples 24/6 :-				
	i) KW-triO	Per Pack			
	ii) Picasso	Per Pack			
	iii) M&G	Per Pack			
	iv) Whashin	Per Pack			
56)	Staple Pins Heavy Duty 23/17 Whashin	Per Pack			
57)	Staple Pins Heavy Duty 23/20 Whashin	Per Pack			
58)	Staple Pins Heavy Duty 23/8 Whashin	Per Pack			
59)	Staple Pins Heavy Duty 23/24 Whashin	Per Pack			
60)	Stapler Three Flowers Original (24/6, 26/6)	Each			
61)	Staple Machine M&G Original	Each			

62)	Heavy Duty Stapler KW-trio (050LBN)	Each			
63)	Staple Remover (KW # 5080)	Each			
64)	Stamp Pads Large :-				
	i) Quality(Brand) 3.6x12.6 cm	Each			
	ii) Lancer	Each			
	iii) Crystal	Each			
65)	Stamp Pad Ink-Pelikan Original	Each			
66)	Table Set Marble- Good Quality	Each			
67)	Table Set Leather- Kaligon #4	Each			
68)	Table Set Crystal- Good Quality	Each			
69)	Tags Standard size good quality (Standard Size)	Per bundle			
70)	White Fluid Blanco with thinner- Fine Quality	Each Set			
71)	White Fluid Pen/Correction Pen :-				
	i) Uni (Original)	Each			
	ii) KITA	Each			
	iii) Picasso	Each			
72)	Highlighters with different colors :-				
	i) Dollar	Per Pack of 10			
	ii) Pelikan Original	Per Pack of 10			
	iii) Mercury	Per Pack of 10			
73)	Dak Pad Rexine Superior High Quality	Each			
74)	Dak Pad (Ordinary)	Each			
75)	USB/Flash Drive USB (8 GB)- USB 3.0 speed & with 02 Years warranty	Each			
76)	USB/Flash Drive USB (16 GB)- USB 3.0 speed & with 02 Years warranty	Each			
77)	USB/Flash Drive USB (32 GB)- USB 3.0 speed & with 02 Years warranty	Each			
78)	USB/Flash Drive USB (64 GB)- USB 3.0 speed & with 02 Years warranty	Each			

79)	Paper Cutter (Having Blade) XINFA	Each			
80)	Paper Cutter/Paper Knife - Ordinary	Dozen			
81)	File Folder A4- 3 inch easy clip file folder	Each			
82)	Plastic File slid bar Nokya A-074	Each			
83)	Post it Pads 3"x3" Pronoti	Each			
84)	Post it Pads 3"x4" Pronoti	Each			
85)	Paper Punch Single Hole (Best Quality)	Each			
86)	Paper Punch Single Hole KW-Trio 097D0	Each			
87)	Paper Punch Double Hole KW 988	Each			
88)	Punch Double Hole Heavy Duty KW 9670	Each			
89)	Ring Binder A4 Size Nokia 084	Each			
90)	Ring Binder A4 Size Nokia 1/2, 073	Each			
91)	Ring Binder Nokya D Ring A/4 1314 Milky	Each			
92)	Ruler Steel 12"	Each			
93)	Red Paper Seal	Packet			
94)	Uni-ball eye fine UB-150 (Original) (blue, black, green, red)	Dozen			
95)	Uni-ball eye fine UB-157 (Original) (blue, black, green, red)	Dozen			
96)	Uni-ball Vision Elite fine 0.8mm ball Original (blue, black, green, red)	Dozen			
97)	Uni-ball Signo 0.7mm Original (blue, black, green, red)	Dozen			
98)	Ball Point Pen, Pilot Hi-Tech Point V10 Grip (blue, black, green, red)	Dozen			
99)	Schneider Pen One Business 0.6mm- Original	Per Pack			
100)	Pen Fine- M&G Smarten 0.7mm	Dozen			
Computer Stationery Items:					
101)	Computer Mouse Optical- A4Tech	Each			
102)	Computer Mouse Wireless Hp	Each			
103)	Computer Mouse USB wired DELL-OXN966	Each			
104)	Computer Key Board Wireless Hp	Each			

105)	Computer Key Board Dell Multimedia	Each			
106)	Computer Key Board A4Tech Multimedia	Each			
107)	Computer Speaker (Multi Media) Audionic	Each Set			
Toners					
108)	Toner for Printer Laser Jet HP (P1005) – compatible toners with replace warranty	Each			
109)	Toner for Printer Laser Jet HP (P1005) – Refurbished/with replace warranty	Each			
110)	Toner for Printer Laser Jet HP (P-2014/2015)- compatible toners with replace warranty	Each			
111)	Toner for Printer Laser Jet HP (P-2014/ 2015)- Refurbished/with replace warranty	Each			
112)	Toner for Laser Jet Printer HP P-2035- compatible toners with replace warranty	Each			
113)	Toner for Laser Jet Printer HP P-2035- Refurbished/with replace warranty	Each			
114)	Toner for Printer Laser Jet HP (P1102) – compatible toners with replace warranty	Each			
115)	Toner for Printer Laser Jet HP (P1102) - Refurbished/with replace warranty	Each			
116)	Toner for Laser Jet Printer HP 1320- compatible toners with replace warranty	Each			
117)	Toner for Laser Jet Printer HP 1320- Refurbished/with replace warranty	Each			
118)	Toner for Hp Printer Laser Jet Pro M-404dn - compatible toners with replace warranty	Each			
119)	Toner for Hp Printer Laser Jet Pro M-404dn - Refurbished/with replace warranty	Each			
120)	Toner for HP Laser Jet Printer M401A – compatible toners with replace warranty	Each			
121)	Toner for HP Laser Jet Printer M401A - Refurbished/with replace warranty	Each			
122)	Toner for HP Laser Jet Printer M402DN- compatible toners with replace warranty	Each			
123)	Toner for HP Laser Jet Printer M402DN- Refurbished/with replacement warranty	Each			
124)	Toner Laser Jet Printer HP-CP1025 Colour (Original/ Genuine) (Complete Set) with replace warranty	Each Set			

125)	Toner Laser Jet Printer HP-CP1025 Colour (Complete Set)- compatible toners with replace warranty	Each Set			
126)	Toner Laser Jet Printer HP-M452dn Colour (Original/ Genuine) (Complete Set) with replace warranty	Each Set			
127)	Toner Laser Jet Printer HP- M452dn Colour (Complete Set)- compatible toners with replace warranty	Each Set			
128)	Toner for Laser Jet Color Printer Hp Pro M255dw - (Original/ Genuine) (Complete Set) with replace warranty	Each Set			
129)	Toner for Laser Jet Color Printer Hp Pro M255dw- (Complete Set)- compatible toners with replace warranty	Each Set			
130)	Toner for Photocopier Ricoh R325 – (9000 – 10,000 copies minimum) Best Compatible with replace warranty	Each			
131)	Toner for Photocopier Canon iR1024if (9000 – 10,000 copies minimum) Best Compatible with replace warranty	Each			
132)	Toner for Photocopier Panasonic DP 8020P (9000 – 10,000 copies minimum) Best Compatible with replace warranty	Each			
133)	Toner for Photocopier Ricoh Aficio MP-1600 (9000 – 10,000 copies minimum) Best Compatible with replace warranty	Each			
134)	Toner for Photocopier Canon Image Runner 2318 (9000 – 10,000 copies minimum) Best Compatible with replace warranty	Each			
135)	Toner for Photocopier Ricoh MP-5002 (9000 – 10,000 copies minimum) Best Compatible with replace warranty	Each			
Misc. Items:					
1)	Air Freshener Machine- Air Wick	Each			
2)	Air Freshener for Machine- Air Wick 250ml	Each			
3)	Air Fresheners:-				
	i) Cobra 300 ml	Each			
	ii) Al-Rehab Aseel 300ml (Original)	Each			
	iii) Frey Lavender 300ml	Each			
4)	Ash Tray Marble- Best Quality	Each			

5)	Ash Tray Glass/Crystal- Omroc	Each			
6)	Insect Killer Spray-Cobra 300ml	Each			
7)	Insect Killer Spray Odourless - Kingtox 600ml	Each			
8)	Insect Killer Spray Bottle Odourless - Mortein	Each			
9)	Electric Kettle 1.7 liters ANEX- Best Quality	Each			
10)	Electric Kettle 1.7 liters DEURON-Best Quality	Each			
11)	Electric Power Extension leads:-				
12)	i) Lead with 6-metre wire and Eight points and USB Slot (Best Quality Copper wired 40/76)	Each			
13)	Electric Wireless Remote Control Bell with Switch/Plug-In option - Best Quality	Each			
14)	Electric Wireless Remote Control Bell with Battery Cell option - Best Quality	Each			
15)	Battery Cells small for the Remote Bells 23A/12V	Each			
16)	Battery Cell (Pencil size) (AAA)- Toshiba Original	Dozen			
17)	Battery Cell (Pencil size) (AAA)- Power Plus Original	Dozen			
18)	Battery Cell (Pencil size) (AAA)- Energizer Original	Dozen			
19)	Battery Cell for Wall Clocks (AA)- Toshiba Original	Dozen			
20)	Battery Cell for Wall Clocks (AA)- Power Plus Original	Dozen			
21)	Battery Cell for Wall Clocks (AA)- Energizer Original	Dozen			
22)	Computer Cell- CR2032 (3V)	Each			
23)	Plastic Lota Large size (Good Quality)	Each			
24)	Glass Cleaner :-				
	i) Glint 500ml- Original	Each			
	ii) Insta 500ml	Each			
25)	Tumblers/Water Glass (Omroc)	Dozen			
26)	Soap Safeguard (140 gm)	Each			
27)	Soap Safeguard (85 gm)	Each			

28)	Liquid Hand Wash Dettol 250ml	Bottle			
29)	Liquid Hand Wash Lifebuoy 250ml	Bottle			
30)	Liquid Hand Wash Astonish Silk Soft 500ml	Bottle			
31)	Soap Case (Plastic)	Each			
32)	Surf Excel 60 gram	Packet			
33)	Duster Yellow fine (Large Size)- Best Quality	Dozen			
34)	Duster Cotton White (Large Size) Best Quality	Dozen			
35)	Scotch Tape ½ Inch (Small) ½"x72 Olympic	Each			
36)	Scotch Tape 1 Inch (large) 1" x 72 Olympic	Each			
37)	Packing Tape Nichibon 2" Borne	Each			
38)	Binding Tape 2" Sensa	Each			
39)	Scissor Plastic Handle Medium Size- Imported	Each			
40)	Scissor Plastic Handle Large Size- Imported	Each			
41)	Tissue Paper Box Rose Petal (Luxury) (100 X 2 Ply Tissues)	Each Box			
42)	Tissue Paper Box Tulip Pop-Up 270 sheets (270 x 2 Ply Tissues)	Each Box			
43)	Tissue Paper Box Rose Petal Supreme 150+ sheets (2 Ply Tissues)	Each Box			
44)	Tissue Paper Box (Tulip Regular) (160 X 2 Ply Tissues)	Each Box			
45)	Toilet Tissue Rolls (Maxob-Rose Petal Original)	Each Roll			
46)	Toilet Tissue Rolls (Tulip-Rose Petal Original)	Each Roll			
47)	Hi-Jeen Tissues (Rose Petal) - White	Each Pkt			
48)	Towel Superior White Best Quality- Medium Size	Each			
49)	Towel Superior White Best Quality- Large/Full Size	Each			
50)	Waste Bin/ Baskets (Superior) Height- 02 Feet Height (Plain Plastic with no holes/pores)	Dozen			
51)	Waste Paper Baskets (Superior) Height- 02 Feet (Steel-with small holes/Jaali)	Dozen			
52)	Vim Poly bags	Each			
53)	Tea Cups with saucers- Good Quality	Dozen			
54)	Quarter Plates- Good Quality	Dozen			

55)	Soup/Curry Plates- Good Quality	Dozen			
56)	Rice Plates- Good Quality	Dozen			
57)	Tea Spoons (Steel)- Best Quality	Dozen			
58)	Fork (Steel)- Best Quality	Dozen			
59)	Rice Spoons (Steel)- Best Quality	Dozen			
60)	Tea Set 24 Pcs- Good Quality	Each Set			
61)	Engagement Stand (A4 size) Good Quality	Each			
62)	Engagement Stand(Legal size) Good Quality	Each			
63)	Umbrella (large size with 16 wires) Best Quality	Each			
64)	Ceiling Warm Light (Round – 2 Inches) for lifts – Best Quality – (Minimum one year replacement warranty)	Each			
65)	Ceiling Light (2 Ft x 2 Ft) with adapter complete Set– Best Quality (Minimum one year replacement warranty)	Each Set			
66)	Ceiling Light (2 Ft x 2 Ft) – Best Quality (Minimum one year replacement warranty)	Each			
67)	Adapter for Ceiling Light (2 Ft x 2 Ft) – Best Quality (Minimum one year replacement warranty)	Each			
68)	Tube Rod (36 Watt) with Choke – Best Quality (Minimum one year replacement warranty)	Each Set			
69)	Tube Rod (36 Watt) Single – Best Quality (Minimum one year replacement warranty)	Each			
70)	Choke for two tube rods (36 Watt) – Best Quality (Minimum one year replacement warranty)	Each			
71)	Ceiling Light (Round 5-6 Inches) – Best Quality (Minimum one year replacement warranty)	Each			
72)	Open Ceiling Light (Round 6 Inches) – Best Quality (Minimum one year replacement warranty)	Each			
73)	LED Bulb (18-20 Watt) Philips or Equivalent (having Pin) (Minimum one year replacement warranty)	Each			
74)	LED Bulb (18-20 Watt) Philips or Equivalent (having Churi) (Minimum one year replacement warranty)	Each			
75)	Two Pin Shoe – Best Quality	Each			
76)	Three Pin Shoe – Best Quality	Each			

77)	Multi 3 Pin Shoe With Fuse & Extra Socket – Best Quality	Each			
-----	--	------	--	--	--

Dated: _____, 2024

Signatures: _____

Firm Name: _____

Address:

GST No. _____

P.T.O

N.T.N _____

AGPR Vendor No. _____

Bank A/C No. & Branch

Bank IBAN Number

Phone No. _____

Seal/Stamp: _____