

NATIONAL HERITAGE & CULTURE DIVISION



Tender document for	Stationery Items, Other Stores/Computer Stationery (Tonners), Electronic Communication Item, Miscellaneous Items
Total Pages	08
Detail of Pages	PAGE 01 General Instructions for Bidders PAGE 02-07 Detail of General Tender Items PAGE-8 Detail of Financial Instruments / Check List

4th floor, New Secretariat, Kohsar Block, Islamabad
Telephone No.051-9222764, Fax No.051-9222754

GENERAL INSTRUCTIONS & CONDITIONS FOR THE BIDDERS FOR STATIONERY/ COMPUTER STATIONERY TONERS /MISCELLANEOUS ITEMS	
1.	Interested firms/bidders must apply only through ePADS. Only those firms are allowed to participate in the tender who are General Sales Tax (GST) registered and have National Tax Number (NTN). A certificate may be attached to verify that your firm is an active tax payer. Firm/Bidder must have updated and active account with AGPR ,Islamabad.
2.	Bidder(s) must have sound financial position details of annual turnover for the last three years. The bidder shall have sufficient experience, well reputation and have the facility of telephone and transport for the supply of store in time and on the spot to this Division.
3.	Bidder(s) must attach scan copy of separate Bank Draft/Pay Order / Call Deposit amounting to Rs50,000/- for each category on ePADS in favour of D.D.O National Heritage& Culture Division which will be refundable in case of non-acceptance of tender. Bid(s) found without this will not be considered and turned down. Bidders must bring Bank Draft/Pay Order / Call Deposit on the day of opening of bids. Cheque shall not be accepted.
4.	Firm(s) must certify that it has not been blacklisted from any Government organization.
5.	Samples of selected items are available in General Section which can be viewed before closing date of tender.
6.	Only those Bid(s) will be considered which would be submitted on the National Heritage & Culture Division tender documents.
7.	The offered price in Pak Rupees of item(s) should be inclusive of all Government Taxes. Income Tax will be deducted at the time of payment according to the Income Tax Laws/Regulations and shall be valid for the tender period.
8.	BID OPENING PROCEDURE.
8.A	Single Stage One Envelop Basis procedure will be adopted for Stationery, Other Stores/Computer Stationary (Tonners), Misc. Useable items and Electronic Communication items to evaluate the offer(s) in terms of Rule 36(a) of PPRA Rules 2004.
	All Bids received will be opened and be evaluated in the light of quality standards/Specification and required criteria. The firm/agency who submits overall lowest financial bid will be selected for provision of Stationery, Computer Stationary (Tonners) and Misc. Useable items as per detailed in Tender document.
9.	Successful bidders should make sure for in time supply according to the approved quality/standards/specifications for the tender period as mentioned in the tender notice.
10.	Submission of any false statement/Documents or concealing of information will disqualify the bidder.
11.	The quantity of the item(s) can vary as per the requirement / budget allocation of the Division
12.	The delivery shall be completed within 05days from the date of issuance of purchase/Supply order or as desired by procuring agency. Failing which, legal action will be taken against the firm/bidder.
13.	All item(s) shall be delivered at the office of National Heritage& Culture Division situated at 4th floor, New Secretariat ,Kohsar Block, Islamabad and will be inspected there.
14.	Item(s) found not according to required specifications/standard/sample, shall not be accepted.
15.	In case any of the terms and conditions of the agreement is violated, the responsibility for any loss or damage will be borne by the supplier.
16.	If the firm fails to supply any or all the items in time as per quality/specifications and required standards, security deposit will be forfeited and supply order of specific items will be issue to next lowest bidder. Action for blacklisting of the firm will also be initiated.
17.	The employer will open the tenders including submission made in the presence of the tenderers or their representatives who choose to attend at on date, time and venue mentioned in tender notice.
18.	The complete tender shall be without alterations, interactions or erasures, except those to accord with instructions issued by the employer, or a necessary to correct errors made by the tenderers, in which case such correction shall have initialed by the person or persons signing the contract.
19.	No advance payment will be made for any kind of invoice. However National Heritage& Culture Division will arrange expeditious payments on submission of invoices.
20.	A separate agreement shall be executed with successful bidder.
21.	The Firm/agency shall provide prescribed items till 30-06-2026 as per contract awarded.
22.	Tenders will be opened in Committee Room of National Heritage& Culture Division situated at 4 th Floor, Kohsar Block, Pak Secretariat, Islamabad. If, any firm/bidder refuses to enter into contract after opening of bids due to any reason, the earnest money will not be returned and the same will be forfeited.

**BIDS PROPOSAL FOR STATIONARY ITEMS
(Category-A)**

NAME OF FIRM	
COMPLETE ADDRESS	
Telephone & Fax No.	National Tax Number (NTN)
Vender No.	Sales Tax Registration No.

S#	Name of Items	Qty.	Quality/Specification Being Offered.	Price Including GST
1.	Attendance Register	Each		
2.	ACR Papers (Yellow, 100 Sheets)	Pkt		
3.	ACR Papers (Pink, 100 Sheets)	Pkt		
4.	Ball Point Piano Point 0.88mm or Equivalent as per sample	01 Pkt		
5.	Ball Point Uni-ball Signo Gel Ink Roller Ball 0.7 mm	01 Pkt		
6.	Board Marker Temporary mercury or equivalent	-do-		
7.	Binding Plastic Sheet, A-4 size (100 Sheets)	01 pkt		
8.	Binding Tape 3"	Each		
9.	Double Tape	Each		
10.	Board Marker Permanent mercury or equivalent	01 Pkt		
11.	Box Liver File A4 Size Imported	Each		
12.	Box Liver File Legal Imported	-do-		
13.	Correction Pen pelican or equivalent	01 Pkt		
14.	Cut Marker	-do-		
15.	Dak Book No.8	Each		
16.	Dak Pad (Superior quality)	-do-		
17.	Double Punch Machine (Heavy Duty punch100 pages)	-do-		
18.	Drafting Pad A4 (60 pages)	-do-		
19.	Drafting Pad Small (50 pages)	-do-		
20.	Envelopes SE-8 White (File Size)	-do-		
21.	Envelops A-4 white	-do-		
22.	Envelops A-4 Brown	-do-		
23.	Envelops SE.5 Brown	-do-		
24.	Envelops SE.5 White	-do-		
25.	Envelops SE.6 Brown	-do-		
26.	Envelops SE.6 White	-do-		
27.	Envelops SE.8 Brown (File Size)	-do-		
28.	Eraser (Rubber)	-do-		
29.	File Board with Flapper (fine quality)	-do-		
30.	File Opening Register	-do-		
31.	Glue Stick 40 Grams UHU or equivalent (as per sample)	-do-		
32.	Highlighter (Superior quality) as per sample	-do-		
33.	Lead Pencil dear or equivalent	01 Pkt		
34.	Log Book (No 8)	Each		
35.	Office Desk Organizer 8pcs Set	-do-		
36.	Officer Leather Pad with Ring Diary as per sample	-do-		
37.	Office File Cover as per sample	-do-		
38.	Leather Clip Board A4 as per sample	-do-		
39.	Note Sheet Pad 50 Sheets (Imported Quality)	-do-		
40.	Paper Clip Apex 30 MM	01 pkt		
41.	Binder Clip 32 mm	Each		
42.	Paper Cutter (Stainless Steel) Best Quality	Each		

43.	Paper Pins 28GMS China	01 pkt		
44.	Pointer Pen Dollar or equivalent	01 pkt		
45.	Posted Pad Large	Each		
46.	Posted Pad Medium	-do-		
47.	Posted Pad Small	-do-		
48.	Memo Paper 4 pads /75x18 cm 4 neon colors as per sample	-do-		
49.	Metal Mash Letter Tray 3 steps	-do-		
50.	Metal Mash Stationery Desk Organizer 4 compartment	-do-		
51.	Punch Machine Single Hole as per sample	-do-		
52.	Packing Tape Large Size	-do-		
53.	Register liner Imported Quality (250 pages)	-do-		
54.	Red Paper Seal (1000 seal)	01 Pkt		
55.	Slide Bar File A4 plastic	Each		
56.	Scale (Steel)	-do-		
57.	Scissors (Plastic head Superior Stainless Steel) As per sample	-do-		
58.	Scotch tap Large 1x72	-do-		
59.	Sharpener (steel) Dux or equivalent	-do-		
60.	Sharpener Machine Fine quality	-do-		
61.	Shorthand Note Book Large	-do-		
62.	Stapler Machine (staple 20 pages)	-do-		
63.	Stapler Machine heavy duty (staple 200 pages)	-do-		
64.	Stapler Pins 24/6	-do-		
65.	Stapler Pins Heavy duty 23/17	-do-		
66.	Stapler Pins Heavy duty 23/24	-do-		
67.	Stapler Pins Heavy duty 23/10	-do-		
68.	Stapler Pin Clipper	-do-		
69.	Scotch Tape Dispenser	-do-		
70.	Schneider One Hybrid C 05 as per sample	Pkt		
71.	Summary Paper A-4 Size 80 Grams 500 Sheets Imported as per sample	-do-		
72.	Summary Paper Legal Size 90 Grams 500 Sheets Imported	-do-		
73.	Si-Pen S5 Rollerball Pen Needle Tip as per sample	01 pkt		
74.	Stamp Pad	Each		
75.	Table Diary Riffle	-do-		
76.	Table Calendar Executive Quality	-do-		
77.	Telephone Index (55 pages)	-do-		
78.	Tag Superior Quality	-do-		
79.	Thumb Pin Steel	1 Pkt		
80.	Unibal Eye Original	01 pkt		
81.	Visiting Card album (20 pages)	Each		
82.	White board 3x2	Each		
83.	White board 5x3	Each		

(SIGNATURE & SEAL OF BIDDER)

**Bid proposal for Computer Stationary (Tonners)
(Category-B)**

NAME OF FIRM:	
COMPLETE ADDRESS:	
Telephone & Fax No.	National Tax Number (NTN)
Vender No.	Sales Tax Registration No.

S#	Name of Items	Qty.	Quality/Specifi cation Being Offered.	Price Including GST
1.	Toner Photocopier Cannon IR 4525i (original/ genuine)			
2.	Tonner Photo Copier RICOH MP201 SPF (original/ genuine)			
3.	Toner for photocopier Konica Minolta Bizhub 450i (original/ genuine)			
4.	Toner for printer Pantum M6609NW (Original/ Genuine)			
5.	Toner for printer Canon LBP-226W (Compatible)			
6.	Toner Printer HP 1020 (Compatible)			
7.	Toner Printer HP 1102 (-do-)			
8.	Toner Printer HP-1022-N (-do-)			
9.	Tonner Printer Multifunctional 17A (Compatible)			
10.	Tonner Printer Multifunctional 79A (Compatible)			
11.	Tonner Printer Multifunctional MF235 (Compatible)			
12.	Toner Printer MFP-130FN/130FNW (Compatible)			
13.	Toner Printer HP M404 DN (Compatible)			
14.	Toner Printer HP M402 DNE (Compatible)			
15.	Tonner Printer HP137 FNW (Compatible)			
16.	Color Toner LaserJet Pro 400 color MFP M475dn			
17.	Color Toner HP Ink Tank 310			

Note:

1. All the tonners of Photo copiers must be genuine/original.
2. Goods Distribution Certification and Company distribution certificate mustbe attached with the bids otherwise bids shall not be accepted.

(SIGNATURE & SEAL OF BIDDER)

**Bid proposal for Electronic Communication items
(Category-C)**

NAME OF FIRM:	
COMPLETE ADDRESS:	
Telephone & Fax No.	National Tax Number (NTN)
Vender No.	Sales Tax Registration No.

S#	Name of Items	Qty.	Quality/Specific ation Being Offered.	Price Including GST
1.	Flash Drive 64 GB OTG 3.0			
2.	Flash Drive 64 GB 3.0			
3.	Flash Drive 32 GB 3.0			
4.	Flash Drive 32 GB OTG 3.0			
5.	Flash Drive 8 GB 3.0			
6.	Wireless USB Adapter Ax1300			
7.	Branded Wireless Key Board Plus Mouse as per sample			
8.	USB Optical Wire Key Board			
9.	USB Optical Mouse Wire			
10.	TP Link wifi Adaptor 300mbps			
11.	TP-Link Wifi Router			
12.	Network Switch 8 Port			
13.	Network Switch 5 Port			
14.	Branded Computer Power Cable			
15.	Branded VGA Cable			
16.	1 TB External Hard Drive			

(SIGNATURE & SEAL OF BIDDER)

**Bid proposal for Miscellaneous Consumable Items
(Category-D)**

NAME OF FIRM:	
COMPLETE ADDRESS:	
Telephone & Fax No:	National Tax Number (NTN):
Vender No:	Sales Tax Registration No:

S#	Name of Items	Qty.	Quality/Specification Being Offered.	Price Including GST
1.	Acid 1 litter Tiger or equivalent	Each		
2.	Artificial Plants with pot 4 feet	Each		
3.	Airwick Dispenser	-do-		
4.	Airwick Refiller as per sample	-do-		
5.	Antiseptic Liquid Solution (1 Liter)	-do-		
6.	Air Freshener Crown Perfumes Sultan Imported as per sample	-do-		
7.	Ashtray (Glass)	-do-		
8.	Back care cushion Master or equivalent as per sample	-do-		
9.	MoltyOrtho Cool Memory Coccyx Cushion	-do-		
10.	Lumbar Support Cushion	-do-		
11.	MoltyFoam Jai Namaz	-do-		
12.	Bathroom Brush superior quality	-do-		
13.	Broom Hard (500 gram)	-do-		
14.	Broom Soft (250 gram)	-do-		
15.	Bucket Plastic (20 liter)	-do-		
16.	Calculator Large Size 14 digit	-do-		
17.	Dust Bin (10 liter) Stainless Steel	-do-		
18.	Dust Bin with foot handle Stainless Steel (10 liter)	-do-		
19.	Duster floor	-do-		
20.	Duster Best Quality 24"x24"	-do-		
21.	Electric Kettle (1.5 liter) Annex Delux or Equivalent as per sample	-do-		
22.	Electrical Tape	Each		
23.	Flash Commode Cleaning Brush	-do-		
24.	Fresh maticRefiller as per sample	-do-		
25.	Souvenirs as per sample	-do-		
26.	Lemon Max Dishwashing Paste (400 gram) or equivalent	-do-		
27.	LED Tube Rod (04 feet) 40 watt	-do-		
28.	Laptop Bag Imported Quality	-do-		
29.	Long Handle Cleaning Brush	-do-		
30.	Liquid Hand Wash (250 ml) as per sample	-do-		
31.	Pachara as per sample	-do-		
32.	Mop with Steel Handle as per sample	-do-		
33.	Multani Blue Pottery Tea Set 24 piece	-do-		
34.	Multani Dry Fruit Set 06 piece	-do-		
35.	Multani Dinner Set 43 piece	-do-		
36.	National Flag (making of flag with golden & embroidery with steel chrome stand with 6 feet height)	-do-		
37.	Government of Pakistan flag (making of flag with silver embroidery with steel chrome stand with 6 feet height)	-do-		
38.	Insert Killer Spray 300ML as per sample	-do-		

39.	Phenyl Tin 3 ltr.	-do-		
40.	Surf (250 Grams)	-do-		
41.	Tissue Hygiene Rose Patel (White) as per sample	-do-		
42.	Tissue Paper Luxury Rose Patel as per sample	-do-		
43.	Tissue Paper Napkin as per sample	-do-		
44.	Table Cloth Green Colour per Meter Executive Quality	-do-		
45.	Toilet cleaner Harpic or equivalent 750 ml	-do-		
46.	Toilet Roll Rose Patel As per sample	-do-		
47.	Vim Powder (450 gram)	-do-		
48.	Wiper (Superior Quality large size)	-do-		
49.	Extension lead Camelion 07 ports as per sample	-do-		
50.	Toilet Soap Large (110g) (Lux or equivalent as per sample)	-do-		
51.	Glass Cleaner Wiper	-do-		
52.	Glass cleaner spray (Glint or equivalent)	01 pkt		
53.	Remote Cell Sony or Equivalent	01 pkt		
54.	Wall Clock Cell Sony or Equivalent	01 dozen		
55.	Forks Stainless Steel	-do-		
56.	Quarter plate (Ceramic) (as per sample)	-do-		
57.	Deep Plate (ceramic) as per sample	-do-		
58.	Rice plate (Ceramic) (as per sample)	-do-		
59.	Service Tray Sets (Large, Medium, Small)	Each		
60.	Serving Bowl Set large, Medium, Small (ceramic) with spoons	-do-		
61.	Scotch Brite Scourer with Sponge Large	-do-		
62.	Knife stainless steel	01 dozen		
63.	Table spoon Stainless Steel	-do-		
64.	Tea spoon Stainless Steel	-do-		
65.	Tea Set 24 piece	-do-		
66.	Viper (Small) for Washroom	01 dozen		
67.	Water Glass (Fine Quality)	-do-		
68.	Water Jug (Fine Quality)	-do-		
69.	Wireless Digital Door Bell	-do-		
70.	Wiper for cleaning Car/glass/Windows double sided	-do-		
71.	Heritage Wall Clock 18 inch	-do-		
72.	Dry Floor Cleaning Mob 18 inch	-do-		
73.	Dashboard Shiner as per sample	-do-		
74.	Vehicle Body Polish as per sample	-do-		
75.	Vehicle Polish Cloth	-do-		
76.	Vehicle Perfume Gel as per sample	Each		
77.	Ceiling Panel Light 2x2 40 watt White as per sample	Each		
78.	Ceiling Panel Light 2x2 40 watt Warm as per sample	Each		
79.	Handbag for shields and books as per sample	Each		
80.	Commercial Drill Tool Box 117 piece	01 Box		
81.	19 Litter Drinking Water Bottle	01 Bottle		
82.	Bike helmat best quality	Each		
83.	Rain coat	Each		
84.	Water proof shoulder bag leather	Each		

(SIGNATURE & SEAL OF BIDDER)

DETAIL OF FINANCIAL INSTRUMENTS/CHECK LIST			
i	Pay Order/Call Deposit Receipt/Bank Draft of Rs. _____ bearing No. _____ dated _____ of Bank _____ is attached in original as security deposit.		
ii	Validity of Bid is by 30 th June, 2025.		
iii	Bidder(s) must attach General Sales Tax (GST) registration certificate and National Tax Number (NTN).		
iv	Bank Account No _____ Name of Bank _____ Address _____		
v	Payment will be claimed on completion of 100% supply as per approved quality standers /specifications.		
CHECK LIST			
1.	Copy of National Tax Number (NTN) certificate	Yes	No
2.	Copy of Sales Tax Registration certificate	Yes	No
3.	Pay Order/ Bank Draft of Security deposit	Yes	No
4.	Copy of active account details with AGPR, Islamabad.	Yes	No
5.	Undertaking on the letter head that firm is not black listed	Yes	No

(SIGNATURE & SEAL OF BIDDER)