

**Tender Document**  
**IGNITE/Stationery-Misc./2022-23/0011/Proc.**  
**Supply of Stationery and Miscellaneous Items**

**Terms and Conditions:**

1. The firms/service provider(s) will have to deliver requisite items to office premises at their own cost on need basis.
2. All Government applicable taxes will be deducted from the supplier's payment.
3. IGNITE National Technology Fund will not compromise on the quality of any item.
4. National Tax Number/General Sales Tax registration number issued by the respective Department should be quoted in the bid.
5. This office reserves the right to accept/reject/ any/ all bids or a portion in accordance with PPRA rules.
6. The rates quoted by firms will remain **valid till 30<sup>th</sup> June, 2023.**
7. The said services are initially required till 30<sup>th</sup> June, 2023, further may be extended for next year based on the satisfactory performance of the service provider and the mutual consent of both parties.

**SUBMISSION OF PROPOSALS: -**

Responses to this Tender are due by **27<sup>th</sup> February 2023 @ 11:00PST**. Late submittals will be rejected. All proposals are to be sealed and addressed to the Manager Procurement:

**Date and Time of Submission of Tender: 27<sup>th</sup> February, 2023 at 11:00PST**

**Date and Time of Opening of Tender: 27<sup>th</sup> February, 2023 at 11:30PST**

**(To be Filled-in by the Applicant)**

1. Name of the Firm:

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2. Proprietor/ Partnership: \_\_\_\_\_

3. Address for Communication (postal, email, telephone number):

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4. Permanent Address:

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5. Address of Branch Offices:

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6. List of services provided (client list) to national & international organizations/institutions:

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7. **Attach a complete profile of the Company**

[Signature and date with official Seal of bidder]

**Items Description**

(Bidder should write the cost of items as per the below table)

<b>S#</b>	<b>Description</b>	<b>Unit</b>	<b>Unit Rate</b>
1.	Ball Pen – (Branded) Black & Blue	Each	
2.	Pointer (Black & Blue)	Each	
3.	Uni-Ball Pen (Branded)	Each	
4.	Board Duster	Each	
5.	Highlighter	Each	
6.	Erasers Pelikan AL-30	Each	
7.	Eraser Stick	Each	
8.	Silver Marker	Each	
9.	Golden Marker	Each	
10.	12 Digits Calculator (MJ-120D Plus) Casio	Each	
11.	Uni-ball Pen Deluxe	Each	
12.	White Board Marker	Each	
13.	Flip chart Sheet ( <b>Mention no. of sheets in a set</b> )	1 Set	
14.	Post it pad-Small/medium/large	1 Pad each	
15.	Cutter Standard small/medium	Each	
16.	Diary Stand	Each	
17.	Document Tray (twin shelves) iron net	1 unit	
18.	Document Tray (twin shelves) plastic	Each	
19.	Draft Pads (L-Size) Ruled. A-4 & A-5	1 dozen	
20.	Envelope Small Size (brown & white)	1 dozen	
21.	File Fasten (for card file)	1 box	
22.	A4 Size Envelopes (brown & white)	1 dozen	
23.	Legal Size Envelope (brown & white)	1 dozen	
24.	Extra Large Size Envelope (brown && white) standard quality of 100gm	1 dozen	
25.	Envelope with a coating of cotton or any other coating) (A4, large, extra-large)	1 dozen for all sizes	
26.	File Board (A-4 size)	1 dozen	
27.	File Covers (A-4 size) As per the sample	1 dozen	
28.	File Tray (Plastic)	Each	
29.	Card File Legal Size (office file)	1 dozen	
30.	Flappers	1 dozen	
31.	Gum stick (Large & Medium)	Each	
32.	Glint bottle (Medium/Large)	Each	
33.	Paper clip. (Mention no. of clips in a box)	1 box	
34.	Paper cutter (steel)	Each	
35.	Paper pin.	1 box	
36.	Pen holder for officers (per pair price)	1 unit	
37.	Pen stand Standard Size	Each	
38.	Pencil Jar (plastic, Wooden, Metal)	1 unit each	
39.	Pencil Lead	1dozen	
40.	Peon Book	Each	
41.	Pin cushion	Each	

42.	Packing Tape/ Binding Tape/Pasting Tape	Each	
43.	Plastic Files A4 Size	1 dozen	
44.	Plastic Files with pocket inside	1 dozen	
45.	Punch Double holes	Each	
46.	Punch Single Hole.	1 unit	
47.	Punch Double holes Extra Large Size (heavy duty)	Each	
48.	Punch Machine - Small Size	Each	
49.	Paper Holder (Metal & Wooden	1 unit each	
50.	Pen Holder (Metal & Wooden)	1 unit each	
51.	Ring Files (imported) / Box File Imported (Euro)	1 dozen	
52.	Scissors Steel made (small, medium, large)	Each	
53.	Scotch Tape 1" & 2"	1 dozen	
54.	Scotch Tape large	1 dozen	
55.	Self- Adhesive slips 3X5"	6 units	
56.	Self-Adhesive slip 3X4"	Each	
57.	Separator Sheet	Each	
58.	Sticker Sheet (packet) <b>(Mention no. of sticker sheet in a packet)</b>	Each	
59.	Samad Bond (Small, Medium, Large)	Each	
60.	Sharpener (steel)	Each	
61.	Signature Pencil for Executive Office(s) of (Branded)	1 unit/each	
62.	Register for Diary (mail entry) (small, medium, Large)	Each	
63.	Store Item Maintenance Register (Standard Size)	Each	
64.	Stock Register (small, medium, large)	Each	
65.	Stamp pad (Medium)	Each	
66.	Staple Remover	Each	
67.	Stapler Pin dollar size. <b>(Mention no. of pins in a box)</b>	1 Box	
68.	Stapler Pin ELM 23/23 <b>(Mention no. of pins in a box/Pack)</b>	1 packet	
69.	Stapler pin KW 23/1 7 <b>(Mention no. of pins in a box/Pack)</b>	1 packet	
70.	Staple machine (Fine quality)	Each	
71.	Table set (wooden) Standard Size	1 unit	
72.	Transparent Sheet for Binding	1 dozen	
73.	Table planner	Nos.	
74.	Calendar Planner	Nos.	
75.	Table Bell High Quality	Each	
76.	Visiting Card Album Small/ Medium /Large Size	1 unit each	
77.	Label for Addresses	No.	
78.	Wrapping Paper	No.	
79.	Leather Stationery Holder Executive	No.	
80.	Plastic Sheets for Binding	No.	
81.	Business Card Carrying Case	No.	
82.	Box Files Imported Quality With Black/Blue Cover "EURO"	1 Dozen	
83.	Cell Various Sizes (Small, Medium, Large) <b>(Mention no. of cells in a box/Pack)</b>	1 Packet in Each Size	
84.	Binding Clips of Various Sizes	1 Dozen Each	
85.	Clamps of Various Sizes (Small, Medium, Large) <b>(Mention no. of clamps in a box/Pack)</b>	1 Packet Each Size	

86.	Folder (L-Shaped)	1 Dozen	
87.	Fluid (White) with Thinner (set)	1 Unit	
88.	Foot Ruler (Steel)	1 Dozen	
89.	Marker (Permanent)	1 Dozen	
90.	Cut Box	1 Dozen	
91.	Correction Pen	Each	
92.	Dairy Register (Standard Size)	Each	
93.	Garbage Bags Plastic	1 KG	
94.	Pachara	Each	
95.	Phool Jahro	Each	
96.	Cotton Towels (Fine Quality) size 28" x 30"	Each	
97.	Dusting cloth	1 dozen	
98.	Cell (15A Branded) for Wireless Mouse	Price for pack of 4	
99.	View Binder Box for presentation	1 unit	
100.	Paper Roll/Film for Fax Machine	Each	

**Note:** *Bidders are required to quote price against each item. In case of failing so, average price of the same item as quoted by participating bidders will be considered for each missing item.*

<b>ELECTRONICS &amp; TOILETRIES</b>		<b>Unit</b>	<b>Unit Rate</b>
1.	Energy Saver (Small, Medium, Large)	1 unit each	
2.	Electric Wire 29/10, 07/29, 03/29 & 27/10	1 Meter each	
3.	Door Lock (D-Type)	1 Unit	
4.	Door Lock (Round Handle)	1 Unit	
5.	Air freshener (Best quality)	Each	
6.	Heavy duty power extension (eight ports) with 4Meter Cable (High Quality)	Each	
7.	Heavy duty power extension (15 ports) with 4Meter Cable (High Quality)	Each	
8.	Heavy duty power extension (20 ports) with 4Meter Cable (High Quality)	Each	
9.	Muslim Shower Steel/Metal (Master)	1 unit	
10.	Muslim Shower Steel/Metal (Sonics)	1 unit	
11.	Muslim Shower Plastic (Master)	1 unit	
12.	Seat Cover	1 unit	
13.	Spindle (Master)	1 unit	
14.	Spindle Head (Master)	1 unit	
15.	Flash Tank	1 unit	

16.	Nail (Steel, Ordinary)	1 Dozen Each	
17.	Toilet Tissue (Tulip) ( <b>Mention no. of tissue box per carton</b> )	1 Carton	
18.	Toilet Roll (Mention no. of tissue rolls per carton)	1 Carton	
19.	Mortin Spray (Best Quality)	Each	
20.	Dust Bin (Small, Medium & Large, Extra Large Size)	1 unit each	
21.	Plastic Shopping Bags (small/medial/large/Extra Large)	1 kg each	
22.	Samad Bond (Medium Size)	Each	
23.	Gillo (Medium Size)	Each	
24.	Machine Oil (small/medium/Large)	1 bottle each	
25.	Hand wash (Dettol/Lifebuoy/Safeguard) 200ml, 250ml, 500ml	Each	
26.	Hand Sanitizer (Imported) 200ml, 250ml, 500ml & 1 liter	Each	
27.	Hand Sanitizer (Local) 200ml, 250ml 500ml & 1liter	Each	
28.	Face Mask (50 pieces)	1 Pack	
29.	Luster polish (Medium Size)	Each	
30.	Glint (Medium Size)	Each	
31.	Plastic Gloves (100 No.)	1 pack	

**Note:** *Bidders are required to quote price against each item. In case of failing so, average price of the same item as quoted by participating bidders will be considered for each missing item.*

<b>Kitchen Items</b>		<b>Unit</b>	<b>Unit Rate</b>
1	Tea Whitener (Dry Milk) 230gm, 850gm, 1800gm	Each Pack separately	
2	Black Tea Packet 50 bags & 100 Bags	1 unit each	
3	Green Tea Packet 25 Bags & 50 Bags	1 unit each	
4	Nescafe Coffee Bottle (Classic) 100gms	Each	
5	Sugar Packet	1kg	
6	Brown Sugar Sachet 50 No. & 100 No	1 Packet each	
7	White Sugar Sachet 50 No. & 100 No	1Packet each	
8	Tea Kettle Fine quality (Branded)	1Unit	
9	Max Liquid (Small, Medium, Large)	1Bottle Each	
10	Scotch Bright	1 Unit	
11	Liquid Soap Bottle (Small, Medium, Large) Fine Quality	1Unit Each	
12	Liquid Soap (Extra Large Cannister)	Each	
13	Vim Small Size/Medium Size/ Large Size	1Unit Each	
14	Tag Cotton	1 packet	
15	Tissue Box (Branded) ( <b>Mention no. of tissue box per carton</b> )	1 carton	

**Note:** *Bidders are required to quote price against each item. In case of failing so, average price of the same item as quoted by participating bidders will be considered for each missing item.*

**Important Notes:**

1. Selected bidder(s) will have to provide a sample of each selected item, based on the quality and standard of the sample provided, a contract/work order will be awarded.
2. The provided sample of each item will be retained with the procuring agency by the end of the contract.
3. The bidder shall submit its bid with bid security of Rs:25,000/- in the shape of a bank draft/pay order with a validity of 90 days.
4. Bid Security shall be returned/released to the unsuccessful bidder(s) once this process has been completed/finalized.
5. Selected bidder(s) will have to enter into a contract agreement with the procuring agency.
6. Other items will be procured through a single quotation from the selected bidder(s) as and when required.

[Signature and date with official Seal]