

**GOVERNMENT OF PAKISTAN**  
**MINISTRY OF MARITIME AFFAIRS**  
**8<sup>th</sup>FLOOR, KOHSAR BLOCK, PAK SECRETARIAT,**  
**ISLAMABAD**  
\*\*\*

**TENDER NOTICE**

Ministry of Maritime Affairs invites sealed bids from sole distributors/firms/contractors/suppliers/dealers registered with Sales Tax / Income Tax Departments and having their own offices/stock/manpower/expertise in Islamabad/Rawalpindi for procurements and services required by the Ministry of Maritime Affairs, Islamabad during CFY-2022-23.

<b>Name of Procuring Agency</b>	<b>Ministry of Maritime Affairs, Islamabad.</b>	
Number of Tenders	<b>Five (05)</b>	
Title of Procurements	1)	Pre-qualification of workshops
	2)	Procurement of Stationary items
	3)	Procurement of Miscellaneous Items
	4)	Procurement of Toners
	5)	Procurement of IT/Computer items
Contact Officer	Section Officer (General) Ph: <b>051-9244218</b>	
Closing Time and Date & Place for receiving of bids	Upto <b>1100 hrs</b> , on <b>14-09--2022</b> at Ministry of Maritime Affairs, 8 <sup>th</sup> Floor, Kohsar Block, Pak Secretariat, Islamabad	
Time & Place of publicly opening of bids.	At <b>1130 hrs</b> , on <b>14-09--2022</b> , at Ministry of Maritime Affairs, 8 <sup>th</sup> Floor, Kohsar Block, Pak Secretariat, Islamabad	

2. Bids Security/ earnest money @ **2%** of bid value in the shape of **Pay Order/Demand Draft in favour of “DDO Ministry of Maritime Affairs, Islamabad”** must be attached with the **bid**.

3. Tender documents, list and detail of items/equipment and detailed terms/conditions can be obtained (free of cost) from the office of the undersigned during office hours and can also be downloaded from official websites of Ministry of Maritime Affairs (<https://www.moma.gov.pk>) and PPRA ([www.ppra.org.pk](http://www.ppra.org.pk)).

**(Khizar Hayat)**  
Section officer (General)  
Ph # 051-9244218

# **BIDDING DOCUMENT/REQUEST FOR PROPOSAL (RFP)**

**PROCUREMENT OF STATIONERY/MISCELLANEOUS/IT/  
MACHINERY ITEMSETC.**

**FY 2022-2023**

**GOVERNMENT OF PAKISTAN  
MINISTRY OF MARITIME AFFAIRS**

\*\*\*

**INSTRUCTIONS TO BIDDERS**

This Tender document shall be used for submission of Competitive Bidding for the purchase of various items, stock and services for Ministry of Maritime Affairs, Islamabad. Interested bidders (manufactures/firms/suppliers/authorized dealers) may download the tender document from the PPRA's and Ministry of Maritime Affairs websites. The bidders with the lowest evaluated bid and subject to approval of samples will be awarded purchase contract. The detail evaluation criteria has been prepared and attached with these instructions.

**2. DATE, TIME & ADDRESS FOR SUBMITTING BIDS**

Name of Procuring Agency Ministry of Maritime Affairs, Islamabad

Last date for response submission: **14-09--2022, at 1100 Hours**

Opening Date & Time: **14-09--2022 at 1130 Hours**

Opening Place: 8<sup>th</sup>Floor Committee Room, Ministry of Maritime Affairs, Islamabad.

Contact Person: Section Officer (General),

Phone: **+92 51 9244218**

**3. This document contains following:-**

- a. Terms and conditions for each tender.
- c. Detail of the items quantity and specifications.

**(a) TERMS & CONDITIONS FOR TENDER SUBMISSION.**

- i) Tender to be filled in carefully (**preferably typed**). No correction/alteration is allowed. Each page must be signed and stamped. Incomplete forms will not be accepted.
- ii) Single Stage-One Envelope Bidding Procedure specified in the Public Procurement Rules,2004 shall be followed for receiving and processing the bids. Bid Security not less than **2% of quoted price** as mentioned in Tender Notice in the shape of **Pay Order/Bank Draft** is required in the name of **Pay Order/Demand Draft in favour of "DDO Ministry of Maritime Affairs, Islamabad"**. Neither personal Cheque nor the bids received without earnest money will be accepted.
- iii) Bid validity period till **30-06-2023** must be clearly mentioned in the bid.

Bidder's Signature: \_\_\_\_\_

- iv) In case, the tender is accepted by the competent authority, the earnest money will be retained till completion of the agreement period however, the earnest money of the un-successful bidders will be returned on receipt of a written request.
- v) For each items the **manufacturers/company name/brand name** must be quoted. Firms for supply of office stationery, allied items equipment and livery items should offer rates for more than **25%** items and have sufficient stocks of each item. The physical inspection may be conducted by the committee, if desired.
- vi) The firm must clearly indicate as to whether GST is included or not in the offered rates. GST included rates would be preferred.
- vii) The bid must indicate sound financial status of the bidder. It may duly be supported by any evidence like certificate from a reputed bank.
- viii) The past relevant experience of the bidder will be an added advantage, as indicated in the evaluation criteria.
- ix) **National Tax No., GST Registration Number and Vendor Number and bank account number must be indicated by each bidder.**
- x) The bidder will have to submit an affidavit on stamp paper of **Rs.50/-** that the firm has not been blacklisted in the past on account of inefficiency to any public sector organization. The affidavit should be attested by the Notary Public. On account of submission of false statement, the firm shall be blacklisted and debarred from bidding process.
- xi) **If any item is found substandard, defective and not meeting the prescribed specifications, the same will not be accepted in any circumstance and action will be taken against the supplier. This may range from forfeiting of bid security to blacklisting of firm for future participation in the procurement process.**
- xii) **Any lapse in fulfilling requirements or any other stipulated condition (s) in the tender shall render the bid liable to rejection.**
- xiii) The contract will be awarded for the most advantageous bids **after approval/successful inspection of samples by the Purchase/Tender Committee** whose decision will be treated as **final**.

Bidder's Signature: \_\_\_\_\_

- xiv) The Result of the bid evaluation under Rule **35** of PP Rules, 2004 will be announced **ten** days prior to the award of contract to the successful bidder.
- xv) Bidders are requested to quote the best brands and final price and negotiations on the prices once quoted/offered are not permissible under the rules. The procuring Agency may reject all the bids or proposals at any time prior to the acceptance of a bid or proposal under rule 33 of the Rules *ibid*.
- xvi) The interested manufacturer/authorized dealers/suppliers must give full address of Head Office & Branch Offices with Telephone/Fax Numbers and contact persons.
- xvii) Income Tax/any other tax if leviable will be deducted at source on the prescribed rate for onward payment to the Income Tax Department/Government of Pakistan.
- xviii) The Successful manufacturer/authorized dealer/suppliers shall have to complete the supply within **stipulated time mentioned in the supply/work order**. In case supply/work is not carried out within stipulated period a penalty @ **0.1% per** day of the number of pending items of supply order shall be imposed and amount will be deducted from the bills of supplier.
- xix) Receipt of incomplete supplies or delay in services will render the supply order liable to be cancelled and the supply order will be awarded the next lower (2<sup>nd</sup>) evaluated bidder.
- xx) Earnest money will be forfeited if a bidder withdraws his bid during the bid validity period. If the supplier/firms does not supply as per supply order or fails to supply according to terms and conditions and in case of default, the earnest money will be forfeited and firm can be debarred from the business with the office.
- xxi) **10% Performance Guarantee against Supply Orders of physical assets will be retained by this Ministry against Warranty Period of those items.**

Bidder's Signature: \_\_\_\_\_

(4)

Xxii) Sealed bids should reach the Section Office (Gen), Ministry of Maritime Affairs, 8<sup>th</sup> Floor, Kohsar Block, Islamabad as per schedule published in tender notice. The bids received within the stipulated time and date will be opened by the Tender Committee on the same day in the presence of the bidders or their authorized representatives, who choose to be present on the occasion. Bids will be evaluated on afore mentioned prescribed criteria Results of bidding will be announced in the form of Evaluation Report giving justification for acceptance or rejection of bids in observance of Rule-35 of PP Rules-2004.

4. I/We have read and agree with the above mentioned terms and condition.

Date: \_\_\_\_\_

Name of Bidder/Firm/Supplier \_\_\_\_\_

Signature: \_\_\_\_\_

(5)

## TENDER NO. 1

### PRE-QUALIFICATION OF WORKSHOPS

#### CRITERIA FOR PRE-QUALIFICATION OF WORKSHOPS.

For repair, maintenance and purchase of spare parts for main make and model of vehicles the sealed bids are invited from registered workshops.

- i) The interested workshops must have 5 years' experience in relevant field.
- ii) The workshops should have their own complete setup i.e. garage, spare parts availability and technical experts in Islamabad/Rawalpindi.
- iii) Telephone/fax facilities etc in Islamabad/Rawalpindi.
- iv) The Workshop should be registered with Sales Tax and Income Tax Department. Valid document may be attached.
- v) The interested parties must have sound financial position, proof may be provided.
- vi) Non-blacklisting affidavit on stamp paper may be attached with bidding document.
- vii) Tender Committee can conduct physical visit of all workshops before the pre-qualification.
- viii) Secure parking of the official vehicles must be ensuring while sent for repairs.
- ix) The firm will be responsible for any loss/damage caused.
- x) Bid security amounting to Rs.10,000/- in favour of Section Officer (General), Ministry of Maritime Affairs Islamabad must be attached with bid.
- xi) Confidentiality of all correspondences/matters must be ensured by the firms.

#### **TERMS & CONDITIONS**

- i) The workshop on the panel will be bound to carry out the requisite work on immediate basis when vehicle is referred to it even at odd hours.
- ii) While submitting rates the workshop should clearly show whether GST is excluded or included in the offered rates.
- iii) The workshop will be bound to return old spare parts in case of replacement with new.
- iv) Warranty period of each item replaced or repaired should be clearly mentioned in quoted rates.
- v) If the same defect is arisen again the workshop will be responsible to replace it free of cost.

Name of Workshop: \_\_\_\_\_

Office Address/Contact: \_\_\_\_\_

Signature/Stamp:

(6)

**TENDER NO. 2****STATIONARY ITEMS**

- Note:** 1) **Unit Rate&Brand** of each item must specifically be mentioned. **No** compromise on quality; and  
 2) The firms will be bound to provide samples of each and every item for inspection by the Committee before award of contract.

Sr. #	Name of Items	Specifications	Qty	Unit	Brand / Make & Model	Unit Price (Rs.) Including Taxes	Total Amount (Rs.)
1	ATTENDANCE REGISTER	NO.04	100	Nos.			
2	ACR PAPER( deferentColour)	A-04 size	24	Pkts			
3	BALL POINT [DOLLAR/PIANO/PICASSO OR EQUIVALENT]	CAP / CLIPPER / SLIDER	300	Pkts			
4	UNI-BALL PEN [EYE MICRO]	UB-150 , EYE BALL/ MICRO	300	Pkts			
5	Pilot Hi-tecpoint Grip V-10 Ball point	BXGPN-V- 10	300	Pkts			
6	BINDING SHEETS – PLASTIC / CARD	A-4 SIZE	100	Pkts			
7	BINDING SHEETS – PLASTIC / CARD	LEGAL SIZE	100	Pkts			
8	BOX FILE/FOLDER [IMPORTED OR EQUIVALENT]	A-4 SIZE	100	Nos.			
9	CALCULATOR FINANCIAL[CASIO OR EQUIVALENT]	PORTABLE DESKTOP, 2-WAY POWER, 14-DIGIT	100	Nos.			
10	COLOR PHOTO PAPER (MICRO POROUS RESIN COATED)	A4, 260GRMS, 20 SHEETS PER PACK	100	Pakts			
11	DAK FOLDER/PAD (AS PER SAMPLE)	LEATHER (Fine Quality)	100	Nos.			
12	STOCK REGISTER	NO. 38	100	Nos			
13	DIARY REGISTER	NO. 14	100	Nos			
14	FILE REGISTER	NO. 03	100	Nos			
15	DRAFT PAD (AS PER SAMPLE)	A-4 SIZE	400	Nos.			
16	DRAFT PAD (SMALL) (AS PER SAMPLE)	A-5 SIZE	500	Nos.			
17	DRAFT PAD (AS PER SAMPLE)	POCKET SIZE AND HAND SIZE	200	Nos.			
18	DUSTER WHITE BOARD	STANDARD SIZE	100	Nos			
19	D-RING FILES	A-4 (PLASTIC)	100	Nos.			
20	ENVELOP (BROWN) [IMPORTED OR EQUIVALENT]	A-4 SIZE (100GMs Paper)	5000	Nos.			

Continued.....

(7)

21	ENVELOP (BROWN)	S.E. 5(100GM)	15000	Nos.			
22	ENVELOP (BROWN)	S.E. 6 (100GM)	15000	Nos.			
23	ENVELOP (BROWN)	S.E. 8 (100GM) File Size	8000	Nos.			
24	ENVELOP (WHITE) CLOTH [IMPORTED OR EQUIVALENT]	A-3 SIZE (100GM)	5000	Nos			
25	ENVELOP (WHITE) [IMPORTED OR EQUIVALENT]	A-4 SIZE (100GM)	2000	Nos.			
26	ENVELOP (WHITE) Top Pocket with Gum	S.E. 5 (100GM)	1000	Nos.			
27	ENVELOP (WHITE) Top Pocket with Gum	S.E. 6 (100GM)	2000	Nos.			
28	FILE FOLDER (no. 1314 with saprad)	A-4 size (Plastic)	200	Nos			
29	FILE FOLDER (no.1219)	A-4 size (plastic)	200	Nos			
30	POWER CLIP FILE	A-4 SIZE(PLASTIC)	200	Nos			
31	ERASER [PELICAN GERMANY OR EQUIVALENT]	AL-30 OR 20	100	Pkts			
32	FILE FLAPPER	STANDARD SIZE, FINE QUALITY	2000	Nos.			
33	FILE FLAPPER WITH BOARD	STANDARD SIZE, FINE QUALITY	5000	Nos.			
34	FILE TAGS (PUNCHED)BUNDLE	STANDARD	500	Bndls			
36	GRIP FILE [Alfalah OR EQUIVALENT]	A-4 SIZE	500	Nos.			
37	GUM STIC [UHU MADE IN GERMANY OR EQUIVALENT]	40GM, Stick, UHU	400	Nos.			
38	HIGHLIGHTER [STABILO BOSS Korea OR EQUIVALENT]	Green, Yellow, Pink, etc. Standard Size	400	Nos.			
39	INK PEN (DOLLER OR EQUIVALENT)	FINE QUALITY	100	Nos			
40	INK BLUE, BLACK	DOLLER	100	Nos			
41	LEAD PENCIL H.B GOLD FISH (7000) OR EQUIVALENT	FINE QUALITY	400	Pkts			
42	LOG BOOK (A-4 SIZE)Tayyaba or Equivalent	NO. 6 (fine quality)	100	Nos.			
43	MARKER PERMANENT (DOLLAR OR EQUIVALENT)	BLACK / BLUE	200	Nos.			
44	MARKER WHITE BOARD [STABILO BOSS OR EQUIVALENT]	Different Color	100	Box			
45	NOTE SHEET PAD [OFF SET (IMPORTED) PAPER 100 SHEET]	A/4 Size	300	Nos.			
46	PAPER CLIPS [THREE FLOWER OR Equivalent]	36 MM	100	Pkts			
47	PAPER CUTTER	SUPERIOR WITH BLADE	150	Nos.			
48	PAPER PIN	FINE QUALITY	200	Pkts.			
49	PAPER PUNCH (Standard)	DOUBLE HOLE (30-SHEETS)	24	Nos.			
50	PAPER PUNCH	SINGLE HOLE, LONG HANDLE, HEAVY DUTY, PLIER TYPE	48	Nos.			
51	PEN HOLDER	FINE QUALITY	100	Nos.			
52	PEON BOOK (Tayyaba or Equivalent)	120-PAGES	150	Nos.			
53	PAPER [Double AA (IMPORTED) OR EQUIVALENT]	80 GM (A-4 size)	2500	Reams			

Continued.....

(8)

54	PAPER [Double AA (IMPORTED) OR EQUIVALENT]	100 GM (A-3 size)	08	Reams			
55	PAPER [Double AA (IMPORTED) OR EQUIVALENT]	80 GM (Legal Size)	50	Ream			
56	POINTER SOFT LINER [Dollar or Equivalent]	10 Pointer Plus 0.3mm [ FLPTP 03 ]	36	Nos.			
57	POST-IT PAD(YELLOW CHIT PAD)	Size 2"x2"	10	Pkts			
58	POST-IT PAD(YELLOW CHIT PAD)	Size 3"x2"	10	Pkts			
59	POST-IT PAD(YELLOW CHIT PAD)	Size 5"x3"	10	Pkts			
60	RULED REGISTER[LUCKY OFFSET PAPER OR EQUIVALENT]	No. 8	10	Nos.			
61	RULED REGISTER[LUCKY OFFSET PAPER OR EQUIVALENT]	No. 10	24	Nos.			
62	RULED REGISTER[LUCKY OFFSET PAPER OR EQUIVALENT]	No. 12	10	Nos.			
63	RED PAPER SEAL (STICKER)	STANDARD	12	BOX			
64	SCALE (STAINLESS STEEL)	12"	12	Nos.			
65	SCISSORS (Stainless steel blade)[JAPAN OR EQUIVALENT]	10" Size	48	Nos.			
66	SCOTCH TAPE (TRANSPARENT) [STAR OR EQUIVALENT]	YARDS 1" X 72,	500	Nos.			
67	SHARPENER [GERMANY/CHINA OR EQUIVALENT]	(plastic) GOOD QUALITY	30	Pkts			
68	SHORTHAND NOTE BOOK	100 PAGES	150	Nos.			
69	STAMP PAD [CRYSTAL OR EQUI]	FINE QUALITY	48	Nos.			
70	STAPLER MACHINES [EAGLE/MAX JAPAPN OR EQUI]	Heavy Duty/Fine Quality 24/6 or 26/6 size	36	Nos.			
71	STAPLER MACHINES [MAX JAPAPN OR EQUIVALENT]	FULL SIZE DESKTOP STAPLER (30-Sheets)	100	Nos.			
72	STAPLER PINS [PICASSO OR EQUIVALENT]	24/6 Size	300	Pkts.			
73	STAPLER PINS [PICASSO OR EQUIVALENT]	26/6	300	Pkts.			
74	STAPLER PIN [PICASSO OR EQUIVALENT]	23/13	100	Pkts.			
75	STAPLER PIN [PICASSO OR EQUIVALENT]	23/15	30	Pkts.			
76	STAPLER PIN [PICASSO OR EQUIVALENT]	No. 369	30	Pkts.			
77	STAPLER PIN REMOVER	KW-5080 (Standard)	200	Nos.			
78	STOCK REGISTER (Tayyaba or Equivalent)	NO. 12	200	Nos			
79	TABLE SET [SENATOR-20 OR EQUIVALENT]	REXENE	100	Nos.			

Continued.....

(9)

80	WHITE FLUID PEN [PICASSO OR EQUIVALENT]	DURABLE, FINE QUALITY	300	Nos.			
81	WOODEN TABLE SET	FINE QUALITY	40	Nos			
82	HAND DIARY SMALL (with ministry monogram as per simple)	LEATHER/ REXENE FINE QUALITY	50	Nos			
83	HAND DIARY MEDIUM (with ministry monogram as per simple)	LEATHER/ REXENE FINE QUALITY	50	Nos			
84	DIARY PAD SMALL with ministry monogram as per simple)	WHITE FINE QUALITY	200	Nos			
85	DIARY PAD MEDIUM (with ministry monogram as per simple)	WHITE FINE QUALITY	200	Nos			
86	SHORPNER MACHINE	FINE QUALITY	50	Nos			
87	FILE FLAG (different color)	FINE QUALITY	300	Nos			
88	Binding Clips (different size)	KW-trio FINE QUALITY	100 Each	Box			
89	BINDING TAP ( different color)	FINE QUALITY	200	Nos			
90	RED PAPER SEAL	FINE QUALITY	20	BOX			
91	PACKING TAP	FINE QUALITY	100	Nos			
92	WHITE TAP	FINE QUALITY	100	Nos			
93	MOU Folders (Green)	Leather/ rexeen (Fine Quality)	100	Nos			
94	(L) Shape Folder A-4 & Legal Size	Fine Quality	500	Pkt			
95	Green File Board with flapper (as per Sample)	Fine Quality Rexeen	500	Nos			
96	Clip File (TB423A)	Fine Quality	500	Nos			
97	Engagement Stand (A4) size and legal	Fine Quality	200	Nos			
98	Double Hole Punch heavy Duty (20 Pages)	Fine Quality	100	Nos			
99	Management file (A4) A320	Transparent Fine quality A4 Size	1000	Nos			
100	Paper Shredder machine (Heavy duty)	Fine Quality	100	Nos			
101	Paper shredder machine (light duty)	Fine Quality	100	Nos			
102	Single Hole Punch Heavy Duty (20 Pages)						
103	Meeting Board (As per sample)	Leather (rexine) Fine Quality	200	Nos			
104	Meeting Name Plate (As per sample)	Plastic Fine Quality	300	Nos			
105	Cut Box (File Box) (Alfalah or Equivalent)	Standard	300	Box			
106	File Bag Large size & Small Size	Leather important	100	Nos			
107	Document Bag	Leather important	100	Nos			
<b>Total Amount including 17% GST (Rs.)</b>							

**Note: 1) Unit Rate&Brand** of each item/sample must specifically be mentioned.

2) **Brochures** describing specifications make & model and other detail must be attached.

Date: \_\_\_\_\_

Name of Bidder/Firm/Supplier\_\_\_\_\_

Signature: \_\_\_\_\_

(10)

**TENDER NO. 3****MISCELLANEOUS ITEMS**

- Note:** 1) **Unit Rate&Brand** of each item must specifically be mentioned.  
 2) The firms will be bound to provide samples of each and every item for inspection by the Committee before award of contract.

Sr. #	Name of Items	Specifications	Qty	Unit	Brand / Make & Model	Unit Price (Rs.) Including tax	Total Amount (Rs.)
<b>A.</b>	<b><u>GENERAL MISCELLANEOUS ITEMS</u></b>						
1.	AIR FRESHENER [ASEEL, CROWN, GUCCI OR EQUIV]	300ML	150	Nos.			
2.	ARTIFICIAL PLANTS WITH POT [AS PER SAMPLE]	[Stainless Steel], 18" size, round shape	50	Nos.			
3.	BACK CARE CUSHION [MasterMolty Foam or equivalent]	Fine Quality	24	Nos.			
4.	Car Leather Polish [7CF or Equivalent]	450 ML, Leather & Tyre Wax, Shine Protect	120	Nos.			
5.	CAR POLISH [COSMIC OR EQUIV]	200ML	36	Nos.			
6.	CELL (PENCIL) [PANASONIC OR EQUIVALENT]	AAA, 1.5 VOLT	200	Dozens			
7.	CELL (WALL CLOCK) [PANASONIC OR EQUIV]	AA R6, 1.5 VOLT	200	Dozens			
8.	CELL (CAMELION)	1.5V D VOLT SUPER HEAVY DUTY	100	Dozens			
9.	CELL (CAMELION) SMALL	12V A23	200	Dozens			
10.	D.D.T POWDER [Mortein OR EQUIVALENT]	300 Grams	24	Nos.			
11.	KOBRA SPRAY	FINE QUALITY	50	Dozens			
12.	OFFICE Remote BELL SINGAL REMOTE AND DOUBLE REMOTE [SOGO OR EQUIVALENT]	MULTI TYPES	70	Nos.			
13.	PHYNAIL TABLETS Fine quality	¼ kg	50	Pkts			
14.	PHYNILE (LARGE BOTTLE) [FINIS OR EQUIVALENT]	3 Ltr	150	Nos.			
15.	PLASTIC BOTTLE/CANE (MEDIUM)	20 LTR	20	Nos.			
16.	SOAP [LUX OR EQUIVALENT]	110 GM	250	Dozens			
17.	STENO SET (TELEPHONE)	TIP or equivalent	100	Nos.			
18.	TELEPHONE SET PANASONIC BEST QUALITY	(Panasonic Best Quality)	100	Nos.			
19.	TISSUE PAPER (LUXURY) [ROSE PETAL OR EQUIV]	200 Sheets/ Box (200X250)mm	800	Boxes			
20.	TISSUE PAPER (PERFUMED) [ROSE PETAL OR EQUIVALENT]	100 Sheets/ Box (200X250)mm	600	Boxes			
21.	TISSUE ROLL ( ROSE PETAL OR EQUIV)	ROLL 2 PLY	900	ROLL			
22.	Hand Sanitizer (Gallon) Dettol/cool & cool or equivalent	Best quality	50	Gallon.			
23.	Hand Sanitizer (60 ml) Dettol/cool & cool or equivalent	Best quality	300	Nos.			

Continued.....

24.	TISSUE HI-JEEN WHITE (ROSE PETAL)	STANDARD SIZE	850	Boxes			
25.	TOWEL [Bed & Bath or Equivalent]	100% COTTON, 30"x56" Size (BATH)	36	Each			
26.	TRAY FOR MAIL (PLASTIC) [DAK TRAY]	PLASTIC MADE (FINE QUALITY)	24	Each			
27.	WALL CLOCK	FINE QUALITY, ROUND SHAPE	50	Nos.			
28.	DOCK BAG (water proof)	FINE QUALITY	50	Nos			
29.	LAP TOP BAG	FINE QUALITY	50	Nos			
30.	DOOR MATE/ WASHROOM MATE	FINE QUALITY	100	Nos			
31.	FLAG with stand (different country)	FINE QUALITY	300	Nos			
32.	KOTE HANGAR STAND WOODEN	FINE QUALITY	100	Nos			
33.	KOTE HANGAR (wooden & steel)	FINE QUALITY	200	Nos			
34.	Ashtray (Dimple) small & large	Fine Quality	100	Nos			
35.	Shoulder Dock Bag for DR	Fine Quality (leather)	50	Nos			
36.	Air Wick (freshmatic)	Fine Quality	300	Nos			
37.	Dettol (one Litter)	Fine Quality	300	Nos			
38.	Air wick (machine)	Fine Quality	100	Nos			
39.	Steem Facial WF-614	West point Fine Quality	100	Nos			
40.	Ambarella Water Proof	Fine Quality	100	Nos			
41.	Vane Cover	Fine quality water proof	100	Nos			
42.	Wall Mirror	Fine quality	200	Nos			
43.	Mouse Paid	Fine quality	200	Nos			
<b>B.</b>	<b>Crockery</b>						
1.	Dinner Set (Crockery) 72 Piece Imported BONE CHINA or Equivalent	With Ministry Logo	100	Set			
2.	Dinner Set (Crockery) 72 Piece Imported BONE CHINA or Equivalent	Without Logo	100	Set			
3.	TEA SPOONS	<b>Fine Steel Quality</b>	100	Dozens			
4.	Rice Spoon	<b>Fine Quality</b>	100	Dozens			
5.	TEA SET Fine quality BONE CHINA or Equivalent	With Ministry Logo (22 Piece)	100	Sets			
6.	TEA SET fine quality BONE CHINA or Equivalent	Without Logo (22 Piece)	100	Sets			
7.	TEA CUP WITH SOCCER	CERAMIC MATERIAL, STANDARD SIZE, FINE QUALITY	100	Dozens			
8.	Tea cup with soccer (Royal of London)	Imported Quality	100	Dozens			
9.	Rice Plate	<b>Bone China</b>	100	Dozens			
10.	Cury Palte	<b>Bone China</b>	100	Dozens			
11.	Quarter Plate	<b>Bone China</b>	100	Dozens			
12.	Fork Steel	<b>Fine Quality</b>	100	Dozens			
13.	Bowl	<b>Bone China</b>	50	Dozens			
14.	Tray Large and small	Steel	50 Each	Nos			
15.	THERMOS (IMPORTED)	2 Liters	50	Nos.			
16.	Bottle for Water (Hot and Cool) Steel	Imported Fine quality one liter and Two litter	50	Nos			
17.	Thermos (imported) steel body Hot and Cool	05 Liters	50	Nos			
18.	Water Tumbler EAGLE Or equivalent	Glass 250/280 ml	220	Nos.			
19.	Water Glass Imported	Fine Quality (imported) 250/280 ml	200	Nos			
20.	Water Jug	Glass 1.5 ltr	50	Nos.			
21.	Mate for Glass	Fine Quality	100	Dozens			

C.	Bath Room/Cleaning items						
1.	DISH WASHING FOAM [SCOTCH BRIGHT OR EQUIV.]	Max Standard size	12	Dozens			
2.	DISH WASHING LIQUID [LEMON MAX OR EQUIVALENT]	Ultra Dish Wash Cleaner, 475ML	48	Bottles			
3.	DRY MOPHARD BROOM	FINE QUALITY	50	Nos.			
4.	DRY MOP POUCHARA	FINE QUALITY	50	Nos			
5.	POUCHARA	FINE QUALITY	50	Nos			
6.	DUSTER COTTON [yellow]	SIZE 24"x40" FINE QUALITY	600	Nos.			
7.	DUSTER COTTON [FALLALANE OR EQUIV]	SIZE 24"X40"	500	Nos.			
8.	DUSTBIN PEDESTAL (as per sample)	SUPERIOR QUALITY	200	Nos			
9	GLINT GLASS CLEANER	500 ML	200	Nos.			
10	LOTA PLASTIC	FINE QULITY	50	Nos.			
11	TOILET BRUSH	SUPERIOR QUALITY	50	Nos.			
12	ACID BOTTLE [RED SWEEP OR EQUIV]	500ML, Concentrated	200	Nos.			
13	BATHROOM CLEANER (HARPIC OR EQUIVALENT)	Active Fresh Toilet Cleaner Pine 500ml	200	Nos.			
14	PHOOL JHAROO	FINE QUALITY	10	Dozens			
15	SWEEP (DETTOL SURFACE CLEANER) one litter	FINE QUALITY	500	Nos.			
16	WASHING POWDER (Surf or Equivalent)	150 GM	300	Pkts			
17	WASTE BASKET (PLASTIC) /DUST BIN, LARGE SIZE	FINE QUALITY	100	Nos.			
18	WIPER (LARGE)	FINE QUALITY	10	Dozens			
19	WIPER (small) for Mirror	FINE QUALITY	10	Dozens			
20	SHOPPING BAGS	EXTRA LARGE SIZE (DUSTBIN USE)	40	KG			
21	HAND WASH (Cane) Delite 05 litter	FINE QUALITY	50	Cane			
22	HAND WASH (large) Delite	FINE QUALITY	30	Dozens			
23	SURF 125 GRM(PACK)	EXCEL	100	Dozens			
24	VIM 500 GRM (PACK)	FINE QUALITY	500	BAG			
25	POUCHARA SOOTER ROLL	FINE QUALITY	30	ROLL			
26	Duster (Fabric) for polish of care two side	Fine Quality	200	Nos			
27	Tire Brush	Fine Quality	100	Nos			

Continued.....

(13)

B.	<b><u>ELECTRICAL MISCELLANEOUS ITEMS</u></b>						
1.	3 PIN ADAPTOR (AS PER SAMPLE) [BUSH OR EQUIVALENT]	TELEPHONE SET	100	Nos.			
2.	AC BREAKERS [SCHNEIDER FRANCE OR EQUIVALENT]	15/20-AMP 1P	100	Nos.			
3.	AC BREAKERS [SCHNEIDER FRANCE OR EQUIVALENT]	32-AMP 1P	100	Nos.			
4.	AC BREAKERS [SCHNEIDER FRANCE OR EQUIVALENT]	32-AMP 3P	100	Nos.			
5.	AC BREAKERS [SCHNEIDER FRANCE OR EQUIVALENT]	40-AMP 3P	100	Nos.			
6.	AC BREAKERS [SCHNEIDER FRANCE OR EQUIVALENT]	63-AMP 3P	100	Nos.			
7.	LED TUBE LIGHT	(40WATT) FINE QUALITY	100	Nos			
8.	LED TUBE LIGHT	(72WATT) FINE QUALITY	100	Nos			
9.	CHOKES FOR TUBE LIGHTS [PAKLITE OR EQUIVALENT]	(40WATT) FINE QUALITY	100	Nos.			
10.	COMBINED MULTI-PIN SWITCHED SOCKET WITH BOX [JPI or Equivalent]	15-20 AMP , FINE QUALITY	100	Nos.			
11.	ELECTRIC WIRE (PAK CABLE OR EQUIVALENT)	PURE COPPER, 02-CORE, 46/76 GAUGE, 90-METER ROLE,	04	Rolls			
12.	LED BULBS [PHILIPS OR EQUIVALENT]	12 Watt	100	Nos.			
13	LED BULBS [PHILIPS OR EQUIVALENT]	18 Watts	200	Nos.			
14	Extension Board (Multipoint) with Fuse Protection as per sample [Bush or Equivalent]	HEAVY DUTY WITHOUT WIRE. FINE QUALITY	60	NOS.			
15	EXTENSION LEAD	FINE QUALITY	100	Nos			
16	LIGHT PLUGS WITH BOX [JPI or Equivalent]	(MULTI PIN) WITH BOX	60	Nos.			
17	TWO PIN SHOW GOLE (socket)	FINE QUALITY	100	Nos			
18	TWO PIN MULTI SOCKET	FINE QUALITY	100	Nos			
19	ELECTRIC KETTLE [Kenwood OR EQUIV]	2-LTR	100	Nos			
20	POWER PLUG WITH BOX [JPI / BUSH or Equivalent]	FINE QUALITY	48	Nos.			
21	SMD LIGHTS (LED) PHILLIPS OR EQUIVALENT	18-WATT, ROUND SHAPE	200	Nos.			
22	STARTER FOR TUBE RODS [PHILIPS OR EQUIVALENT]	S-2	100	Nos.			

Continued.....

(14)

23	STARTER FOR TUBE RODS [PHILIPS OR EQUIVALENT]	S-10	60	Nos.			
24	TUBE RODS (LARGE & SMALL) [PHILIPS OR EQUIVALENT]	22 WATT	120	Nos.			
25	TUBE RODS (LARGE & SMALL) [PHILIPS OR EQUIVALENT]	40 WATT	120	Nos.			
26	ELECTRIC BELL	FINE QUALITY	100	Nos			
27	ELECTRIC BULB LED (SAMPIL AND CANDALS)	ZERO SIZE TO 60 WATT	150	Nos			
28	Mouse wireless and optical( Dell or Equivalent)	Fine quality	100 each	Nos			
29	Three Pin Multi Plug	Fine Quality	200	Nos			
<b>TOTAL AMOUNT INCLUDING GST (RS.)</b>							

**Note: 1) Unit Rate&Brand** of each item/sample must specifically be mentioned.

2) **Brochures** describing specifications make & model and other detail must be attached.

Date: \_\_\_\_\_

Name of Bidder/Firm/Supplier \_\_\_\_\_

Signature: \_\_\_\_\_

(15)

**TENDER NO. 4****PROCUREMENT OF TONERS**

Sr. #	Name of Items	Specifications	Qty	Unit	Brand / Unit Price (Rs.) Including taxes			Make & Model
					Original	China	Refilling	
<b>A.</b>	<b>Printer Toner</b>							
1.	TONER Printer	HP-1320 (HP 49-A)	100	Nos				
2.	TONER PRINTER	HP LASERJET P-1010 (HP 12-A)	100	Nos				
3.	TONER PRINTER	HP LASERJET HP-P 1005 (35-a)	50	Nos				
4.	TONER PRINTER	HP-2015 (HP 53-A)	50	Nos				
5.	TONER PRINTER	HP-2055-D (HP 53-A)	50	Nos				
6.	TONER PRINTER	HP-402-ND (HP-26-A)	100	Nos				
7.	TONER PRINTER	HP-400 MFP (M425din)	50	Nos				
8.	TONER PRINTER	HP-203-A Color printer toner	20 (Complete set)	Nos				
9.	TONER PRINTER	HP-M277N Color toner [COMPLETE SET]	20 (Complete set)	Nos				
10.	TONER PRINTER	HP-202-A Color toner	20 (Complete set)	Nos				
11.	TONER PRINTER	HP- MFP M 227 sdn (30 A)	100	Nos				
12.	TONER PRINTER	HP LaserJet Pro M404-405 (76-A)	100	Nos				
13.	TONER PRINTER	HP-130 M (17-A)	200	Nos				
14.	TONER PRINTER	HP-MFP 135 (107-a)	100	Nos				
15.	TONER PRINTER	HP-79-A	100	Nos				
15.	TONER PRINTER	HP-126A (88A)	50	Nos				
<b>B.</b>	<b>Photocopier Toner</b>							
1.	TONER PHOTOCOPIER	KONICA MINOLTA BIZHUB 558	100	Nos				
2.	TONER PHOTOCOPIER	KONICA MINOLTA BIZHUB 287	50	Nos				
3.	TONER PHOTOCOPIER	KONICA MINOLTA BIZHUB 958	100	Nos				
4.	TONER PHOTOCOPIER	KONICA MINOLTA BIZHUB C300i Color	100	Nos				
5.	TONER PHOTOCOPIER	TOSHIBA E.STUDIO 3518 A	100	Nos				
6.	TONER FAX MACHINE	PANASONIC KF-FAT-88	50	Nos				
7.	TONER FAX MACHINE	KX-FL-402	50	Nos				

**Note:** 1) **Unit Rate&Brand** of each item/sample must specifically be mentioned.

2) **Brochures** describing specifications make & model and other detail must be

Date: \_\_\_\_\_

Signature & Stamp of Authorized  
Bidder \_\_\_\_\_

(16)

**TENDER NO. 5****PROCUREMENT OF IT/COMPUTER ITEMS**

Sr. #	Name of Items	Specifications	Qty	Unit	Brand / Make & Model	Unit Price (Rs.) Including taxes	Total Amount (Rs.)
1.	CABLE TESTER [IMPORTED OR EQUIVALENT]	NETWORKING	100	Nos	Leo Network		
2.	CRAMPING TOOL [IMPORTED OR EQUIVALENT]	NETWORKING	100	Nos	3M		
3.	CDS PACK (PACK OF 10) [MEXELL OR EQUIVALENT]	WRITEABLE	10	Pkts	MAXELL		
4.	CABLE EXTENDER	FINE QUALITY	10	Nos	3M		
5.	HDMI TO VGA CONNECTOR	A-1	3	Nos			
6.	LAN CABLE [TP Link or Equivalent]	CAT-6	Roll	Roll	3M		
7.	LAN CONNECTOR	RJ 45	4	Boxes	3M/Baynet		
8.	DVDS PACK (PACK OF 10) [MEXELL OR EQUIVALENT]	WRITE ABLE	2	Pkts			
9.		RE-WRITEABLE	10	Pkts			
10.	KEY BOARD WITH MOUSE [A4 TECH OR EQUIVALENT]	USB CONNECTOR	20	Nos			
11.		WIRELESS CONNECTOR	20	Nos			
12.	LCD VGA CABLE	STANDARD SIZE	20	Nos			
13.	POWER CABLE	STANDARD SIZE	20	Nos			
14.	USB PRINTER CABLE	STANDARD SIZE	25	Nos			
15.	SUPER DRIVE INTERNAL [SONY OR EQUIVALENT]	WRITEABLE/ RE-WRITABLE	05	NO			
16.	USB / DATA TRAVELER [KINGSTON OR EQUIVALENT]	04 GB	100	Nos			
17.		08 GB	100	Nos			
18.		16 GB	100	Nos			
19.		32 GB	100	Nos			
20.		64 GB	100	Nos			
21.	DATA TRAVELER (Hard Disk) with cable & casing [WD OR EQUIVALENT]	1TB	100	Nos			
22.	HDMI Cable	Size 20 Meter	4	Nos			
23.	HDMI Cable	Size 5 Meter	6	Nos			
24.	HDMI Cable	Size 5 Meter	10	Nos			
25.	COMPUTER PRINTER HP or equivalent	DUPLEX, NETWORK with WIFI ETC HIGH SPEED	100	Nos.			
26.	Computer Printer HP laser jet	Three In One (MFP 130a)	200	Nos			

**Note: 1) Unit Rate & Brand** of each item/sample must specifically be mentioned.

2) **Brochures** describing specifications make & model and other detail must be attached.

Date: \_\_\_\_\_

Signature & Stamp of Authorized Bidder \_\_\_\_\_