



GOVERNMENT OF AKISTAN
MINISTRY OF MARITIME AFFAIRS



F.No.2(1)/2023-Gen

Islamabad, the 31st October, 2023

From:

Mazhar Ali
Section Officer (Gen)
Phone: 9244218

To:

The Director Advertisement,
Press Information Department,
Zero Point, Islamabad

SUBJECT: TENDER NOTICE

I am directed to refer to the above subject and to state that this Ministry intends to procure items for financial year 2023-24 through competitive bidding under Public Procurement Rules (PPR)2004. The Tender Notice for submission of bids may be published on

02-11-2023 under classified column in the following newspapers: -

Newspapers	Daily Urdu & Daily English, local basis Rawalpindi / Islamabad
No of Insertion	One each
Date of Insertion	Immediate

2. Copies of the newspaper in which this Tender Notice will be published, may be provided to this Ministry for record. Sufficient funds are available under the relevant head to meet the cost of this advertisement. The bill may kindly be sent to this Ministry for payment accordingly.

(Mazhar Ali)

Section officer (General)

Copy to:

1. I.T Specialist, M/o Maritime Affairs, Islamabad, with the request to upload the same on the website of this Ministry.



GOVERNMENT OF PAKISTAN
MINISTRY OF MARITIME AFFAIRS



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-2023-24.

Name of Procuring Agency	Ministry of Maritime Affairs, Islamabad.	
Number of Tenders	Five (05)	
Title of Procurements		Pre-qualification of workshops
	1)	
	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: 051-9244218	
Closing Time and Date & Place for receiving of bids	Upto 1100 hrs , on 16-11-2023 at Ministry of Maritime Affairs, 8 th Floor, Kohsar Block, Pak Secretariat, Islamabad	
Time & Place of publicly opening of bids.	At 1130 hrs , on 16-11-2023 , at Ministry of Maritime Affairs, 8 th 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).

(Mazhar Ali)
Section Officer (Gen)
Ph # 051-9244218

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

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

FY 2023-2024

**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:	<u>16-11-2023, at 1100 Hours</u>
Opening Date & Time:	<u>16-11-2023 at 1130 Hours</u>
Opening Place:	8 th 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 **30-06-2024** must be clearly mentioned in the bid.
- iv) The rates quoted will be effective for the whole financial year 2023-2024 and will not be revised during the financial year.

Bidder's Signature: _____

- v) 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.
- vi) 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.
- vii) The firm must clearly indicate as to whether GST is included or not in the offered rates. GST included rates would be preferred.
- viii) The bid must indicate sound financial status of the bidder. It may duly be supported by any evidence like certificate from a reputed bank.
- ix) The past relevant experience of the bidder will be an added advantage, as indicated in the evaluation criteria.
- x) **National Tax No., GST Registration Number and Vendor Number and bank IBAN account number must be indicated by each bidder.**
- xi) 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.
- xii) **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.-**
- xiii) **Any lapse in fulfilling requirements or any other stipulated condition (s) in the tender shall render the bid liable to rejection.**
- xiv) 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.**
- xv) No deviation from the specification is permissible otherwise the security deposit would stand forfeited under the rule.

Bidder's Signature: _____

- xvi) The Result of the bid evaluation under Rule 35 of PP Rules, 2004 will be announced **fifteen** days prior to the award of contract to the successful bidder.
- xvii) 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*.
- xviii) The interested manufacturer/authorized dealers/suppliers must give full address of Head Office & Branch Offices with Telephone/Fax Numbers and contact persons.
- xix) 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.
- xx) 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.
- xxi) 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 (2nd) evaluated bidder.
- xxii) 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.
- xxiii) **10% Performance Guarantee against Supply Orders of physical assets will be retained by this Ministry against Warranty Period of those items.**

Bidder's Signature: _____

xxiv) Sealed bids should reach the Section Office (Gen), Ministry of Maritime Affairs, 8th 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: _____

**ANNUAL PROCUREMENT PLAN FOR THE YEAR 2023-24
(UNDER RULE 8 & 9 OF THE PUBLIC PROCUREMENT RULES 2004)**

NAME OF THE PROCURING AGENCY, MINISTRY OF MARITIME AFFAIRS, ISLAMABAD

1	2	3	4	5	6	7	8
S. No.	Name of Procurement	Budget Allocation	Procurement Method**	Tentative date of Procurement Notice Publication	Tentative date of award of Contract	Tentative date of completion of contract	Remarks (if any)
1.	A03201- Postage and Telegraph	250,000	Direct payment to Pakistan Post	16-11-2023	30-11-2023	30-06-2024	As per policy
2.	A03202-Telephone and Trunk Call	5,500,000	Direct payment to NTC	-do-	-do-	-do-	-do-
3.	A03204-Electronic Communication	350,000	Director payment to NTC / Quotations/ petty purchase under Rule 42 of PPRA, 2004	-do-	-do-	-do-	-do-
4.	A03205-Courier and Pilot Service	250,000	Direct payment to Pakistan Post/ Quotations/ petty purchase under Rule 42 of PPRA, 2004	-do-	-do-	-do-	-do-
5.	A03301 Gas Charges	1,800,000	Through Pak-PWD	-do-	-do-	-do-	-do-
6.	A03302 Water	400,000	Through quotations	-do-	-do-	-do-	-do-
7.	A03303 Electric	75,00,000	Through Pak-PWD	-do-	-do-	-do-	-do-
8.	A03807 Pol Charges	60,00,000	Through PSO	-do-	-do-	-do-	-do-
9.	A03901 Office Stationery	500,000	Tender/Quotations	-do-	-do-	-do-	-do-
10.	A03902 Printing	100,000	Through PCPP/Quotations	-do-	-do-	-do-	-do-
11.	A03905 Newspaper	450,000	--	-do-	-do-	-do-	-do-
12.	A03906 uniforms and protecting clothing	100,000	Quotations	-do-	-do-	-do-	-do-
13.	A03907 Advertisement & Publicity	16,00,000	Through PID	-do-	-do-	-do-	-do-
14.	A03955 Computer stationary	40,00,000	Tender/Quotations	-do-	-do-	-do-	-do-
15.	A03970 Others	6500,000	Tender/Quotations	-do-	-do-	-do-	-do-
16.	A09201 Hardware	2700,000	Tender/Quotations	-do-	-do-	-do-	-do-
17.	A09202 Software	500,000	Quotations	-do-	-do-	-do-	-do-
18.	A09203 IT equipment	400,000	Tender/Quotations	-do-	-do-	-do-	-do-
19.	A09601 Purchase of Plant & Machinery	5,00,000	Quotations (To promote online meetings and to curtail visits, video conference setup or cameras can be purchased.	-do-	-do-	-do-	-do-
20.	A09701 Purchase of Furniture & Fixture	10,00,000	--	-do-	-do-	-do-	-do-
21.	A13001 Repair of Transport	2,800,000	Through pre-qualification/Quotations	-do-	-do-	-do-	-do-
22.	A1301 Repair of Machinery & Equipment	3200,000	Quotations	-do-	-do-	-do-	-do-
23.	A13201 Repair of Furniture & Fixture	2200,000	Quotations	-do-	-do-	-do-	-do-
24.	A13701 Repair of Hardware	12,00,000	Quotations	-do-	-do-	-do-	-do-
25.	A13702 Repair of Software	100,000	Quotations	-do-	-do-	-do-	-do-
26.	A13703 Repair of I.T Equipment	500,000	Quotations	-do-	-do-	-do-	-do-

The Annual Procurement has been prepared on the assumption that total allocated budget will be released.

** Procurement method means open competitive bidding/ petty purchased/ quotations/ direct contracting/ negotiated tendering.

(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 of different make & Motorcycle 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.20,000/- in favour of DDO, 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:

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TENDER NO. 2
STATIONERY 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	50	Nos.			
2	ACR PAPER(deferent Colour)	A-04 size	12	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	100	Pkts			
5	Pilot Hi-tecpoint Grip V-10 Ball point	BXGPN-V- 10	100	Pkts			
6	BINDING SHEETS -- PLASTIC / CARD	A-4 SIZE	50	Pkts			
7	BINDING SHEETS -- PLASTIC / CARD	LEGAL SIZE	20	Pkts			
8	BOX FILE/FOLDER [IMPORTED OR EQUIVALENT]	A-4 SIZE	20	Nos.			
9	CALCULATOR FINANCIAL[CASIO OR EQUIVALENT]	PORTABLE DESKTOP, 2-WAY POWER, 14-DIGIT	20	Nos.			
10	DAK FOLDER/PAD (AS PER SAMPLE)	LEATHER (Fine Quality)	50	Nos.			
11	STOCK REGISTER	NO. 38	50	Nos			
12	DIARY REGISTER	NO. 14	50	Nos			
13	FILE REGISTER	NO. 03	50	Nos			
14	DRAFT PAD (AS PER SAMPLE)	A-4 SIZE	200	Nos.			
15	DRAFT PAD (SMALL) (AS PER SAMPLE)	A-5 SIZE	400	Nos.			
16	DRAFT PAD (AS PER SAMPLE)	POCKET SIZE AND HAND SIZE	200	Nos.			
17	D-RING FILES	A-4 (PLASTIC)	50	Nos.			
18	ENVELOP (BROWN) [IMPORTED OR EQUIVALENT]	A-4 SIZE (100GMs Paper)	5000	Nos.			

Continued.....

19	ENVELOP (BROWN)	S.E. 5(100GM)	15000	Nos.			
20	ENVELOP (BROWN)	S.E. 6 (100GM)	15000	Nos.			
21	ENVELOP (BROWN)	S.E. 8 (100GM) File Size	8000	Nos.			
22	ENVELOP (WHITE) CLOTH [IMPORTED OR EQUIVALENT]	A-3 SIZE (100GM)	1000	Nos			
23	ENVELOP (WHITE) [IMPORTED OR EQUIVALENT]	A-4 SIZE (100GM)	500	Nos.			
24	ENVELOP (WHITE) Top Pocket with Gum	S.E. 5 (100GM)	500	Nos.			
25	ENVELOP (WHITE) Top Pocket with Gum	S.E. 6 (100GM)	500	Nos.			
26	FILE FOLDER (no. 1314 with saprad)	A-4 size (Plastic)	100	Nos			
27	FILE FOLDER (no.1219)	A-4 size (plastic)	200	Nos			
28	POWER CLIP FILE	A-4 SIZE(PLASTIC)	200	Nos			
29	ERASER [PELICAN GERMANY OR EQUIVALENT]	AL-30 OR 20	100	Pkts			
30	FILE FLAPPER	STANDARD SIZE, FINE QUALITY	200	Nos.			
31	FILE FLAPPER WITH BOARD	STANDARD SIZE, FINE QUALITY	4000	Nos.			
32	FILE TAGS (PUNCHED)BUNDLE	STANDARD	500	Bndls			
33	GRIP FILE [Aifalah OR EQUIVALENT]	A-4 SIZE	200	Nos.			
34	GUM STIC [UHU MADE IN GERMANY OR EQUIVALENT]	40GM, Stick, UHU	300	Nos			
35	HIGHLIGHTER [STABILO BOSS Korea OR EQUIVALENT]	Green, Yellow, Pink, etc. Standard Size	400	Nos			
36	INK PEN (DOLLER OR EQUIVALENT)	FINE QUALITY	50	Nos			
37	INK BLUE, BLACK	DOLLER	50	Nos			
38	LEAD PENCIL H.B GOLD FISH (7000) OR EQUIVALENT	FINE QUALITY	400	Pkts			
39	LOG BOOK (A-4 SIZE)Tayyaba or Equivalent	NO. 6 (fine quality)	50	Nos.			
40	MARKER PERMANENT (DOLLAR OR EQUIVALENT)	BLACK / BLUE	100	Nos.			
41	MARKER WHITE BOARD [STABILO BOSS OR EQUIVALENT]	Different Color	100	Box			
42	NOTE SHEET PAD [OFF SET (IMPORTED) PAPER 100 SHEET]	A/4 Size	50	Nos.			
43	PAPER CLIPS [THREE FLOWER OR Equivalent]	36 MM	50	Pkts			
44	PAPER CUTTER	SUPERIOR WITH BLADE	50	Nos.			
45	PAPER PIN	FINE QUALITY	20	Pkts.			
46	PAPER PUNCH (Standard)	DOUBLE HOLE (30-SHEETS)	12	Nos.			
47	PAPER PUNCH	SINGLE HOLE, LONG HANDLE, HEAVY DUTY, PLIER TYPE	20	Nos.			
48	PEN HOLDER	FINE QUALITY	50	Nos.			
49	PEON BOOK (Tayyaba or Equivalent)	120-PAGES	150	Nos.			
50	PAPER [Double AA (IMPORTED) OR EQUIVALENT]	80 GM (A-4 size)	2000	Reams			

Continued.....

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51	PAPER [Double AA (IMPORTED) OR EQUIVALENT]	100 GM (A-3 size)	10	Reams			
52	PAPER [Double AA (IMPORTED) OR EQUIVALENT]	80 GM (Legal Size)	20	Ream			
53	POINTER SOFT LINER [Dollar or Equivalent]	10 Pointer Plus 0.3mm [FLPTP 03]	36	Nos.			
54	POST-IT PAD(YELLOW CHIT PAD)	Size 2"x2"	10	Pkts			
55	POST-IT PAD(YELLOW CHIT PAD)	Size 3"x2"	10	Pkts			
56	POST-IT PAD(YELLOW CHIT PAD)	Size 5"x3"	10	Pkts			
57	RULED REGISTER[LUCKY OFFSET PAPER OR EQUIVALENT]	No. 12	50	Nos			
58	RED PAPER SEAL (STICKER)	STANDARD	20	BOX			
59	SCALE (STAINLESS STEEL)	12"	50	Nos.			
60	SCISSORS (Stainless steel blade)[JAPAN OR EQUIVALENT]	10" Size	48	Nos.			
61	SCOTCH TAPE (TRANSPARENT) (STAR OR EQUIVALENT)	YARDS 1" X 72,	400	Nos.			
62	SHARPENER [GERMANY/CHINA OR EQUIVALENT]	(plastic) GOOD QUALITY	40	Pkts			
63	SHORTHAND NOTE BOOK	100 PAGES	150	Nos.			
64	STAMP PAD [CRYSTAL OR EQUI]	FINE QUALITY	50	Nos.			
65	STAPLER MACHINES with handle [EAGLE/MAX JAPAPN OR EQUI]	Heavy Duty/Fine Quality 24/6 or 26/6 size	50	Nos.			
66	STAPLER MACHINES [MAX JAPAPN OR EQUIVALENT]	FULL SIZE DESKTOP STAPLER (30-Sheets)	50	Nos.			
67	STAPLER PINS [PICASSO OR EQUIVALENT]	24/6 Size	200	Pkts.			
68	STAPLER PIN [PICASSO OR EQUIVALENT]	23/13	25	Pkts.			
69	STAPLER PIN [PICASSO OR EQUIVALENT]	23/15	20	Pkts.			
70	STAPLER PIN [PICASSO OR EQUIVALENT]	No. 369	20	Pkts.			
71	STAPLER PIN REMOVER	KW-5080 (Standard)	50	Nos.			
72	STOCK REGISTER (Tayyaba or Equivalent)	NO. 12	200	Nos			
73	TABLE SET [SENATOR-20 OR EQUIVALENT]	REXENE	20	Nos.			

Continued.....

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74	WHITE FLUID PEN [PICASSO OR EQUIVALENT]	DURABLE, FINE QUALITY	200	Nos.			
75	WOODEN TABLE SET	FINE QUALITY	20	Nos			
76	HAND DIARY SMALL (with ministry monogram as per simple)	LEATHER/ REXENE FINE QUALITY	50	Nos			
77	HAND DIARY MEDIUM (with ministry monogram as per simple)	LEATHER/ REXENE FINE QUALITY	50	Nos			
78	DIARY PAD SMALL with ministry monogram as per simple)	WHITE FINE QUALITY	150	Nos			
79	DIARY PAD MEDIUM (with ministry monogram as per simple)	WHITE FINE QUALITY	150	Nos			
80	SHORPNER MACHINE	FINE QUALITY	20	Nos			
81	FILE FLAG (different color)	FINE QUALITY	100	Nos			
82	Binding Clips (different size)	KW-trio FINE QUALITY	50 Each	Box			
83	BINDING TAP (different color)	FINE QUALITY	60	Nos			
84	PACKING TAP	FINE QUALITY	60	Nos			
85	MOU Folders (Green)	Leather/ rexeen (Fine Quality)	50	Nos			
86	(L) Shape Folder A-4 & Legal Size	Fine Quality	100	Pkt			
87	Green File Board with flapper (as per Sample)	Fine Quality Rexeen	100	Nos			
88	Clip File (TB423A)	Fine Quality	100	Nos			
89	Engagement Stand (A4) size and legal	Fine Quality	50	Nos			
70	Double Hole Punch heavy Duty (20 Pages)	Fine Quality	50	Nos			
91	Management file (A4) A320	Transparent Fine quality A4 Size	100	Nos			
92	Paper Shredder machine (Heavy duty)	Fine Quality	05	Nos			
93	Paper shredder machine (light duty)	Fine Quality	10	Nos			
94	Single Hole Punch Heavy Duty (100 Pages)	Fine Quality	20	Nos			
95	Meeting Board (As per sample)	Leather (rexine) Fine Quality	100	Nos			
96	Meeting Name Plate (As per sample)	Plastic Fine Quality	100	Nos			
97	File Bag Large size & Small Size	Leather important	20	Nos			
98	Document Bag	Leather important	20	Nos			
Total Amount including 18% GST (Rs.)							

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: _____

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.)
A.	GENERAL MISCELLANEOUS ITEMS						
1.	AIR FRESHENER [ASEEL, CROWN, GUCCI OR EQUIV]	300ML	100	Nos.			
2.	BACK CARE CUSHION [MasterMolty Foam or equivalent]	Fine Quality	24	Nos			
3.	Car Leather Polish [7CF or Equivalent]	450 ML, Leather &Tyre Wax, Shine Protect	120	Nos.			
4.	CELL (PENCIL) [PANASONIC OR EQUIVALENT]	AAA, 1.5 VOLT	200	Dozens			
5.	CELL (WALL CLOCK) [PANASONIC OR EQUI]	AA R6, 1.5 VOLT	200	Dozens			
6.	CELL (CAMELION)	1.5V D VOLT SUPER HEAVY DUTY	100	Dozens			
7.	CELL (CAMELION) SMALL	12V A23	200	Dozens			
8.	D.D.T POWDER [Mortein OR EQUIVALENT]	300 Grams	12	Nos.			
9.	COBRA SPRAY	FINE QUALITY	30	Dozens			
10.	OFFICE RemoteBELL SINGAL REMOTE AND DOUBLE REMOTE [SOGO OR EQUIVALENT]	MULTI TYPES	50	Nos.			
11.	PHYNAIL TABLETS Fine quality	¼ kg	20	Pkts			
12.	PHYNILE(LARGE BOTTLE) [FNIS OR EQUIVALENT]	3 Ltr	100	Nos.			
13.	SOAP [LUX OR EQUIVALENT]	110 GM	50	Dozens			
14.	TISSUE PAPER (LUXURY) [ROSE PETAL OR EQUI]	200 Sheets/ Box (200X250)mm	800	Boxes			
15.	TISSUE PAPER (PERFUMED) [ROSE PETAL OR EQUIVALENT]	100 Sheets/ Box (200X250)mm	300	Boxes			
16.	TISSUE ROLL (ROSE PETAL OR EQUI)	ROLL 2 PLY	600	ROLL			
17.	TISSUE HI-JEEN WHITE (ROSE PETAL)	STANDARD SIZE	850	Boxes			
18.	TOWEL [Bed & Bath or Equivalent]	100% COTTON, 30"x56" Size (BATH)	36	Nos			
19.	TRAY FOR MAIL (PLASTIC) [DAK TRAY]	PLASTIC MADE (FINE QUALITY)	12	Nos			
20.	WALL CLOCK	FINE QUALITY, ROUND SHAPE	20	Nos.			
21.	DOCK BAG (water proof)	FINE QUALITY	20	Nos			
22.	LAP TOP BAG	FINE QUALITY	20	Nos			
23.	DOOR MAT / WASHROOM MAT	FINE QUALITY	20	Nos			
24.	FLAG with stand (different country)	FINE QUALITY	50	Nos			
25.	Coat HANGAR STAND WOODEN	FINE QUALITY	20	Nos			

Continued.....

26	Coat HANGAR (wooden & steel)	FINE QUALITY	50	Nos			
27	Ashtray (Dimple) small & large	Fine Quality	50	Nos			
28	Air Wick (freshmatic)	Fine Quality	100	Nos			
29	Air wick (machine)	Fine Quality	50	Nos			
30	Mouse Paid	Fine quality	100	Nos			
B. Crockery							
1.	Dinner Set (Crockery) 72 Piece Imported BONE CHINA or Equivalent	With Ministry Logo	05	Set			
2.	Dinner Set (Crockery) 72 Piece Imported BONE CHINA or Equivalent	Without Logo	05	Set			
3.	TEA SET Fine quality BONE CHINA or Equivalent	With Ministry Logo (22 Piece)	10	Sets			
4.	TEA SET fine quality BONE CHINA or Equivalent	Without Logo (22 Piece)	20	Sets			
5.	TEA CUP WITH SOCCER	CERAMIC MATERIAL, STANDARD SIZE, FINE QUALITY	12	Dozens			
6.	Rice Plate	Bone China	10	Dozens			
7.	Cury Palte	Bone China	10	Dozens			
8.	Quarter Plate	Bone China	10	Dozens			
9.	Fork Steel	Fine Quality	10	Dozens			
10.	Bowl	Bone China	10	Dozens			
11.	THERMOS (IMPORTED)	2 Liters	20	Nos.			
12.	Water Glass Imported	Fine Quality (imported) 250/280 ml	100	Nos			
13.	Water Jug	Glass 1.5 ltr	24	Nos.			
14.	Mate for Glass	Fine Quality	10	Dozens			
C. Bath Room/Cleaning items							
1.	DISH WASHING FOAM [SCOTCH BRIGHT OR EQUIV.]	Max Standard size	10	Dozens			
2.	DISH WASHING LIQUID [LEMON MAX OR EQUIVALENT]	Ultra Dish Wash Cleaner, 475ML	60	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	400	Nos.			
7.	DUSTER COTTON [FALLALANE OR EQUIV]	SIZE 24"x40"	200	Nos.			
8.	DUSTBIN PEDESTAL (as per sample)	SUPERIOR QUALITY	50	Nos			
9.	GLINT GLASS CLEANER	500 ML	100	Nos.			
10.	LOTA PLASTIC	FINE QULITY	20	Nos.			
11.	TOILET BRUSH	SUPERIOR QUALITY	20	Nos.			
12.	ACID BOTTLE [RED SWEEP OR EQUIV]	500ML, Concentrated	100	Nos.			

13	BATHROOM CLEANER (HARPIC OR EQUIVALENT)	Active Fresh Toilet Cleaner Pine 500ml	100	Nos.			
14	PHOOL JHAROO	FINE QUALITY	05	Dozens			
15	SWEEP (DETTOL SURFACE CLEANER) one litter	FINE QUALITY	100	Nos.			
16	WASTE BASKET (PLASTIC) /DUST BIN, LARGE SIZE	FINE QUALITY	100	Nos.			
17	WIPER (LARGE)	FINE QUALITY	05	Dozens			
18	WIPER (small) for Mirror	FINE QUALITY	05	Dozens			
19	SHOPPING BAGS	EXTRA LARGE SIZE (DUSTBIN USE)	20	KG			
20	HAND WASH (large) Delite	FINE QUALITY	30	Dozens			
21	SURF 125 GRM(PACK)	EXCEL	50	Dozens			
22	VIM 500 GRM (PACK)	FINE QUALITY	100	Pkt			
23	POUCHARA SOOTER ROLL	FINE QUALITY	20	ROLL			
D. ELECTRICAL MISCELLANEOUS ITEMS							
1	AC BREAKERS [SCHNEIDER FRANCE OR EQUIVALENT]	15/20-AMP 1P	50	Nos.			
2	AC BREAKERS [SCHNEIDER FRANCE OR EQUIVALENT]	32-AMP 1P	50	Nos.			
3	AC BREAKERS [SCHNEIDER FRANCE OR EQUIVALENT]	32-AMP 3P	50	Nos.			
4	AC BREAKERS [SCHNEIDER FRANCE OR EQUIVALENT]	40-AMP 3P	50	Nos.			
5	AC BREAKERS [SCHNEIDER FRANCE OR EQUIVALENT]	63-AMP 3P	50	Nos.			
6	LED TUBE LIGHT	(40WATT) FINE QUALITY	50	Nos			
7	CHOKE FOR TUBE LIGHTS [PAKLITE OR EQUIVALENT]	(40WATT) FINE QUALITY	50	Nos.			
8	LED BULBS [PHILIPS OR EQUIVALENT]	18 Watts	100	Nos.			
9	EXTENSION LEAD (camelion or equivalent)	FINE QUALITY	50	Nos			
10	LIGHT PLUGS WITH BOX [JPI or Equivalent]	(MULTI PIN) WITH BOX	40	Nos.			
11	TWO PIN SHOW GOLE (socket)	FINE QUALITY	50	Nos			
12	TWO PIN MULTI SOCKET	FINE QUALITY	50	Nos			
13	ELECTRIC KETTLE [Kenwood OR EQUIV]	2-LTR	24	Nos			
14	POWER PLUG WITH BOX [JPI / BUSH or Equivalent]	FINE QUALITY	20	Nos.			
16	Three Pin Multi Plug	Fine Quality	100	Nos			
TOTAL AMOUNT INCLUDING GST (RS.)							

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: _____

(13)
TENDER NO. 4
PROCUREMENT OF TONERS

Sr. #	Name of Items	Specifications	Qty	Unit	Brand / Unit Price (Rs.) Including taxes			Make & Model
					Original	China	Refilling	
A. Printer Toner								
1.	TONER Printer	HP-1320 (HP 49-A)	50	Nos				
2.	TONER PRINTER	HP LASERJET P-1010 (HP 12-A)	50	Nos				
3.	TONER PRINTER	HP LASERJET HP-P 1005 (35-a)	20	Nos				
4.	TONER PRINTER	HP-2015 (HP 53-A)	20	Nos				
5.	TONER PRINTER	HP-2055-D (HP 05-A)	20	Nos				
6.	TONER PRINTER	HP-402-ND (HP-26-A)	50	Nos				
7.	TONER PRINTER	HP-400 MFP (M425din)	25	Nos				
8.	TONER PRINTER	HP-203-A Color printer toner	10 (Complete set)	Nos				
9.	TONER PRINTER	HP-M277N Color toner [COMPLETE SET]	10 (Complete set)	Nos				
10.	TONER PRINTER	HP-202-A Color toner	10 (Complete set)	Nos				
11.	TONER PRINTER	HP- MFP M 227 sdn (30 A)	20	Nos				
12.	TONER PRINTER	HP LaserJet Pro M404-405 (76-A)	20	Nos				
13.	TONER PRINTER	HP-130 M (17-A)	100	Nos				
14.	TONER PRINTER	HP-MFP 135 (107-a)	50	Nos				
15.	TONER PRINTER	HP-79-A	50	Nos				
15.	TONER PRINTER	HP-126A (88A)	10	Nos				
B. Photocopier Toner								
1.	TONER PHOTOCOPIER	KONICA MINOLTA BIZHUB 558	25	Nos				
2.	TONER PHOTOCOPIER	KONICA MINOLTA BIZHUB 287	25	Nos				
3.	TONER PHOTOCOPIER	KONICA MINOLTA BIZHUB 958	25	Nos				
4.	TONER PHOTOCOPIER	KONICA MINOLTA BIZHUB C300i Color	10	Nos				
5.	TONER PHOTOCOPIER	TOSHIBA E.STUDIO 3518 A	50	Nos				
6.	TONER FAX MACHINE	PANASONIC KF-FAT-88	25	Nos				
7.	TONER FAX MACHINE	KX-FL-402	25	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 _____

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	02	Nos	Leo Network		
2.	CRAMPING TOOL [IMPORTED OR EQUIVALENT]	NETWORKING	05	Nos	3M		
3.	CDS PACK (PACK OF 10) [MEXELL OR EQUIVALENT]	WRITEABLE	02	Pkts	MAXELL		
4.	CABLE EXTENDER	FINE QUALITY	05	Nos	3M		
5.	HDMI TO VGA CONNECTOR	A-1	10	Nos			
6.	VGA TO HDMI CONNECTOR		05	Nos			
07	HDMI to DPort connector		05	Nos			
08	DPort to HDMI Connector		05	Nos			
09	Tinda Wirless device		05	Nos			
10	LAN CABLE [TP Link or Equivalent]	CAT-6	10	Roll	3M		
11	LAN CONNECTOR	RJ 45	4	Boxes	3M/Baynet		
12	DVDS PACK (PACK OF 10) [MEXELL OR EQUIVALENT]	WRITE ABLE	2	Pkts			
13		RE-WRITEABLE	10	Pkts			
14	KEY BOARD WITH MOUSE [A4 TECH OR EQUIVALENT]	USB CONNECTOR	20	Nos			
15		WIRELESS CONNECTOR	30	Nos			
16	MOUSE WIRELESS AND OPTICAL(DELL OR EQUIVALENT)	FINE QUALITY	50 each	Nos			
17	LCD VGA CABLE	STANDARD SIZE	20	Nos			
18	POWER CABLE	STANDARD SIZE	20	Nos			
19	USB PRINTER CABLE	STANDARD SIZE	25	Nos			
20	SUPER DRIVE INTERNAL[SONY OR EQUIVALENT]	WRITEABLE/ RE-WRITABLE	05	NO			
21	HDMI Cable	Size 20 Meter	02	Nos			
22	HDMI Cable	Size 5 Meter	02	Nos			
23	HDMI Cable	Size 5 Meter	10	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 _____