

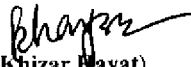
**GOVERNMENT OF PAKISTAN  
MINISTRY OF MARITIME AFFAIRS  
8<sup>th</sup>FLOOR, KOHSAR BLOCK, PAK SECRETARIAT,  
ISLAMABAD  
\*\*\***

**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-2021-22.

<b>Name of Procuring Agency</b>	<b>Ministry of Maritime Affairs, Islamabad.</b>	
<b>Number of Tenders</b>	<b>Six (06)</b>	
<b>Title of Procurements</b>	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
	6)	Procurement of Machinery/Physical Assets, etc.
<b>Contact Officer</b>	Section Officer (General) Ph: <b>051-9244218</b>	
<b>Closing Time and Date &amp; Place for receiving of bids</b>	Upto <b>1100 hrs</b> , on <b>07-10-2021</b> at Ministry of Maritime Affairs, 8 <sup>th</sup> Floor, Kohsar Block, Pak Secretariat, Islamabad	
<b>Time &amp; Place of publicly opening of bids.</b>	At <b>1130 hrs</b> , on <b>07-10-2021</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 Nayat)  
Section officer (General)  
Ph # 051-9244218

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

**PROCUREMENT OF STATIONERY/MISCELLANEOUS/IT/  
MACHINERY ITEMS ETC.**

**FY 2021-2022**

**GOVERNMENT OF PAKISTAN  
MINISTRY OF MARITIME AFFAIRS**

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**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:	7 <sup>th</sup> October, 2021 at 1100 Hours
Opening Date & Time:	7 <sup>th</sup> October, 2021 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 **30-06-2022** must be clearly mentioned in the bid.

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

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- 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 unsuccessful 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 amount 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: \_\_\_\_\_

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## 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.50,000/- 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:

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**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	Each	Nos.			
2	ACR PAPER( deferent Colour)	A-04 size	24	Pkts			
3	BALL POINT [DOLLAR/PIANO OR EQUIVALENT]	CAP / CLIPPER / SLIDER	300	Pkts			
4	UNI-BALL PEN [EYE MICRO]	UB-150 , EYE BALL/ MICRO	100	Pkts			
5	BINDING SHEETS – PLASTIC / CARD	A-4 SIZE	Each	Pkts			
6	BINDING SHEETS – PLASTIC / CARD	LEGAL SIZE	Each	Pkts			
7	BOX FILE/FOLDER [IMPORTED OR EQUIVALENT]	A-4 SIZE	100	Nos.			
8	CALCULATOR FINANCIAL[CASIO OR EQUIVALENT]	PORTABLE DESKTOP, 2-WAY POWER, 14-DIGIT	50	Nos.			
9	COLOR PHOTO PAPER (MICRO POROUS RESIN COATED)	A4, 260GRMS, 20 SHEETS PER PACK	20	Pakts			
10	CUT BOX (FILE BOX) [AL.FALAH OR EQUIVALENT]	STANDARD	Each	Nos.			
11	DAK FOLDER/PAD (AS PER SAMPLE)	LEATHER (Fine Quality)	30	Nos.			
12	DIARY REGISTER	NO. 12	48	Nos			
13	DIARY REGISTER	NO. 14	48	Nos			
14	FILE REGISTER	NO. 03	24	Nos			
15	DRAFT PAD (AS PER SAMPLE)	A-4 SIZE	300	Nos.			
16	DRAFT PAD (SMALL.) (AS PER SAMPLE)	A-5 SIZE	250	Nos.			
17	DRAFT PAD (AS PER SAMPLE)	POCKET SIZE AND HAND SIZE	200	Nos.			
18	DUSTER WHITE BOARD	STANDARD SIZE	Each	Nos			
19	D-RING FILES	A-4 (PLASTIC)	100	Nos.			
20	ENVELOP (BROWN) [IMPORTED OR EQUIVALENT]	A-4 SIZE (100GMs Paper)	5000	Nos.			

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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 saprada)	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	20	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			
35	FOOT SCALE	STANDARD	48	Nos			
36	GRIP FILE [Alfalah OR EQUIVALENT]	A-4 SIZE	500	Nos			
37	GUM STIC [UHU MADE IN GERMANY OR EQUIVALENT]	40GM, Stick, UHU	200	Nos			
38	HIGHLIGHTER [STABILO BOSS Korea OR EQUIVALENT]	Green, Yellow, Pink, etc. Standard Size	300	Nos.			
39	INK PEN (DOLLER OR EQUIVALENT)	FINE QUALITY	100	Nos			
40	INK-BLUE, BLACK	DOLLER					
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)	30	Nos.			
43	MARKER PERMANENT (DOLLAR OR EQUIVALENT)	BLACK / BLUE	60	Nos.			
44	MARKER WHITE BOARD [STABILO BOSS OR EQUIVALENT]	Black or Brown	12	Nos.			
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	Each	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	Each	Nos.			
52	PEON BOOK (Tayyaba or Equivalent)	120-PAGES	150	Nos.			
53	PAPER [Double AA (IMPORTED) OR EQUIVALENT]	80 GM (A-4 size)	1800	Reams			

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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]	(STEEL) 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 JAPAN OR EQUI]	Heavy Duty/Fine Quality 24/6 or 26/6 size	36	Nos			
71	STAPLER MACHINES [MAX JAPAN 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	100	Pkts			
74	STAPLER PIN [PICASSO OR EQUIVALENT]	23/13	10	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)	Each	Nos			
78	STOCK REGISTER (Tayyaba or Equivalent)	NO. 12	Each	Nos			
79	TABLE SET [SENATOR-20 OR EQUIVALENT]	REXENE	Each	Nos			

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80	WHITE FLUID PEN [PICASSO OR EQUIVALENT]	DURABLE, FINE QUALITY	300	Nos.			
78	WOODEN TABLE SET	FINE QUALITY	40	Nos			
79	HAND DIARY SMALL (with ministry monogram as per simple)	LEATHER/ REXENE FINE QUALITY	50	Nos			
80	HAND DIARY MEDIUM (with ministry monogram as per simple)	LEATHER/ REXENE FINE QUALITY	50	Nos			
81	DIARY PAD SMALL with ministry monogram as per simple)	WHITE FINE QUALITY	200	Nos			
81	DIARY PAD MEDIUM (with ministry monogram as per simple)	WHITE FINE QUALITY	200	Nos			
82	SHORPNER MACHINE	FINE QUALITY	50	Nos			
83	FILE FLAG (different color)	FINE QUALITY	EACH	Nos			
84	Binding Clips (different size)	KW-trio FINE QUALITY	100 Each	Box			
85	BINDING TAP ( different color)	FINE QUALITY	EACH	Nos			
86	RED PAPER SEAL.	FINE QUALITY	20	BOX			
87	PACKING TAP	FINE QUALITY	100	Nos			
88	WHITE TAP	FINE QUALITY	100	Nos			
89	MOU Folders (Green)	Leather/ rexene (Fine Quality)	100	Nos			
<b>Total Amount including 17% GST (Rs.)</b>							

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.	<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.	D.D T POWDER [Mortein OR EQUIVALENT]	300 Grams	24	Nos.			
9.	KOBRA SPRAY	FINE QUALITY	50	Dozens			
10.	OFFICE Remote BELL SINGAL. REMOTE AND DOUBLE REMOTE [SOGO OR EQUIVALENT]	MULTI TYPES	70	Nos.			
11.	PHYNAIL TABLETS Fine quality	¼ kg	50	Pkts			
12.	PHYNILE(LARGE BOTTLE) [FINIS OR EQUIVALENT]	3 Ltr	150	Nos.			
13.	PLASTIC BOTTLE/CANE (MEDIUM)	20 LTR	20	Nos.			
14.	SOAP [LUX OR EQUIVALENT]	110 GM	250	Dozens			
15.	STENO SET (TELEPHONE)	TIP or equivalent	Each	Nos.			
16.	TELEPHONE SET PANASONIC BEST QUALITY	(Panasonic Best Quality)	Each	Nos.			
17.	TISSUE PAPER (LUXURY) [ROSE PETAL OR EQUIV]	200 Sheets/ Box (200X250)mm	800	Boxes			
18.	TISSUE PAPER (PERFUMED) [ROSE PETAL OR EQUIVALENT]	100 Sheets/ Box (200X250)mm	600	Boxes			
19.	TISSUE ROLL ( ROSE PETAL OR EQUIV)	ROLL 2 PLY	800	ROLL			
20.	Hand Sanitizer (Gallon) Dettol/cool & cool or equivalent	Best quality	Each	Nos.			
21.	Hand Sanitizer (60 ml) Dettol/cool & cool or equivalent	Best quality	Each	Nos.			

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22.	TISSUE HI-JEEN WHITE (ROSE PETAL.)	STANDARD SIZE	850	Boxes			
23.	TOWEL [Bed & Bath or Equivalent]	100% COTTON. 30"x56" Size (BATH)	36	Each			
24.	TRAY FOR MAIL (PLASTIC) [DAK TRAY]	PLASTIC MADE (FINE QUALITY)	24	Each			
25.	WALL CLOCK	FINE QUALITY, ROUND SHAPE	48	Nos.			
26.	DOCK BAG (water proof)	FINE QUALITY	50	Nos			
27.	LAP TOP BAG	FINE QUALITY	50	Nos			
28.	DOOR MATE/ WASHROOM MATE	FINE QUALITY	EACH	Nos			
29.	FLAG with stand (different country)	FINE QUALITY	EACH	Nos			
30.	KOTE HANGAR STAND WOODEN	FINE QUALITY	EACH	Nos			
31.	KOTE HANGAR (wooden & steel)	FINE QUALITY	EACH	Nos			
<b>B. Crockery</b>							
1.	Dinner Set (Crockery) 72 Piece Imported BONE CHINA or Equivalent	With Ministry Logo	Each	Set			
2.	Dinner Set (Crockery) 72 Piece Imported BONE CHINA or Equivalent	Without Logo	Each	Set			
3.	TEA SPOONS	Fine Steel Quality	06	Nos.			
4.	Rice Spoon	Fine Quality	06	Nos.			
5.	TEA SET Fine quality BONE CHINA or Equivalent	With Ministry Logo (22 Piece)	Each	Sets			
6.	TEA SET fine quality BONE CHINA or Equivalent	Without Logo (22 Piece)	Each	Sets			
7.	TEA CUP WITH SOCCER	CERAMIC MATERIAL, STANDARD SIZE, FINE QUALITY	10	Dozens			
8.	Rice Plate	Bone China	50	Nos			
9.	Quarter Plate	Bone China	50	Nos			
10.	Bowl	Bone China	50	Nos			
11.	Tray Large and small	Steel and plastic	25 Each	Nos			
12.	THERMOS (IMPORTED)	2 Liters	Each	Nos.			
13.	Water Tumbler EAGLE Or equivalent	Glass 250/280 ml	220	Nos			
14.	Water Jug	Glass 1.5 ltr	Each	Nos.			

Continued.....

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.	DISH WASHING SOAP [LEMON MAX OR EQUIVALENT]	LONG BAR	12	Dozens			
4.	DRY MOPHARD BROOM	FINE QUALITY	50	Nos.			
5.	DRY MOP POUCHARA	FINE QUALITY	50	Nos			
6.	POUCHARA	FINE QUALITY	50	Nos			
7.	DUSTER COTTON [FALLALANE OR EQUIVALENT]	SIZE 24"x24" FINE QUALITY	200	Nos.			
8.	DUSTER COTTON [FALLALANE OR EQUIV]	SIZE 24"x40"	500	Nos.			
9.	DUSTBIN PEDESTAL	SUPERIOR QUALITY	Each	Nos			
10.	GLINT GLASS CLEANER	500 ML	36	Nos.			
11.	INSECT KILLER SPRAY [MORTEIN OR EQUIVALENT]	400 ML	100	Nos.			
12.	LOTA PLASTIC	FINE QULITY	12	Nos.			
13.	TOILET BRUSH	SUPERIOR QUALITY	50	Nos.			
14.	TOILET ROLL [ROSE PETAL OR EQUIVALENT]	WASHROOM ROLL	500	Nos.			
15.	ACID BOTTLE [RED SWEEP OR EQUIV]	500ML, Concentrated	200	Nos.			
16.	BATHROOM CLEANER (HARPIC OR EQUIVALENT)	Active Fresh Toilet Cleaner Pine 500ml	200	Nos.			
17.	PHOOL JHAROO	FINE QUALITY	10	Dozens			
18.	BROOM	FINE QUALITY	10	Dozen			
19.	SWEEP (DETTOL SURFACE CLEANER)	FINE QUALITY	100	Nos.			
20.	WASHING POWDER (Surf or Equivalent)	150 GM	300	Pkts			
21.	WASTE BASKET (PLASTIC) /DUST BIN, LARGE SIZE	FINE QUALITY	100	Nos.			
22.	WIPER (LARGE)	FINE QUALITY	10	Dozens			
23.	WIPER (Medium)	FINE QUALITY	10	Dozens			
24.	SHOPPING BAGS	EXTRA LARGE SIZE (DUSTBIN USE)	40	KG			

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(13)

25	HAND WASH (medium)	FINE QUALITY	20	Dozens			
26	HAND WASH (large)	FINE QUALITY	20	Dozens			
27	SURF 125 GRM(PACK)	EXCEL.	100	Dozens			
28	VIM 500 GRM (PACK)	FINE QUALITY	500	BAG			
29	POUCHARA SOOTER ROLL	FINE QUALITY	20	ROLL			

<b>B. ELECTRICAL MISCELLANEOUS ITEMS</b>							
1.	3 PIN ADAPTOR (AS PER SAMPLE) [BUSH OR EQUIVALENT]	TELEPHONE SET	Each	Nos.			
2.	AC BREAKERS [SCHNEIDER FRANCE OR EQUIVALENT]	15/20-AMP 1P	12	Nos.			
3.	AC BREAKERS [SCHNEIDER FRANCE OR EQUIVALENT]	32-AMP 1P	12	Nos.			
4.	AC BREAKERS [SCHNEIDER FRANCE OR EQUIVALENT]	32-AMP 3P	12	Nos.			
5.	AC BREAKERS [SCHNEIDER FRANCE OR EQUIVALENT]	40-AMP 3P	12	Nos.			
6.	AC BREAKERS [SCHNEIDER FRANCE OR EQUIVALENT]	63-AMP 3P	12	Nos.			
7.	LED TUBE LIGHT	(40WATT) FINE QUALITY	40	Nos			
8.	LED TUBE LIGHT	(72WATT) FINE QUALITY	20	Nos			
9.	CHOKER FOR TUBE LIGHTS [PAKLITE OR EQUIVALENT]	(40WATT) FINE QUALITY	12	Nos.			
10.	COMBINED MULTI-PIN SWITCHED SOCKET WITH BOX [JPI or Equivalent]	15-20 AMP, FINE QUALITY	36	Nos.			
11.	ELECTRIC WIRE (PAK CABLE OR EQUIVALENT)	PURE COPPER, 02-CORE, 46/76 GAUGE, 90-METER ROLF.	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			

Continued.....

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18	TWO PIN MULTI SOCKET	FINE QUALITY	100	Nos			
19	ELECTRIC KETTLE [Kenwood OR EQUIV]	2-LTR	each	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	150	Nos			
22	STARTER FOR TUBE RODS [PHILIPS OR EQUIVALENT]	S-2	60	Nos.			
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 (SAMPH. AND CANDALS)	ZERO SIZE TO 60 WATT	150	Nos			
28	Mouse wireless and optical( Dell or Equivalent)	Fine quality	Each	Nos			
<b>TOTAL AMOUNT INCLUDING GST (RS.)</b>							

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

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

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



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

- Note: 1) Unit Rate & Brand of each item/sample must specifically be mentioned.**  
**2) Brochures describing specifications make & model and other detail must be**

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

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## 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	Each	Nos	Leo Network		
2.	CRAMPING TOOL. [IMPORTED OR EQUIVALENT]	NETWORKING	Each	Nos	3M		
3.	CDS PACK (PACK OF 10) [MAXELL 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) [MAXELL 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	Each	Nos			
17.		08 GB	Each	Nos			
18.		16 GB	Each	Nos			
19.		32 GB	Each	Nos			
20.		64 GB	Each	Nos			
21.	DATA TRAVELER (Hard Disk) with cable & casing [WD OR EQUIVALENT]	1TB	Each	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			

**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.

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## TENDER NO. 6

### PROCUREMENT OF MACHINERY / EQUIPMENTS

- Note:**
- 1) **Unit Rate & Brand** of each item/sample must specifically be mentioned. No compromise on quality shall be considered.
  - 2) **Brochures** describing specifications make & model and other detail must be attached.
  - 3) The delivery time for the items at Sr. No.12,13,14 will be 30 days instead of 07 days as mentioned in para 3(a) (xviii) and period for imposition of penalty will be after 30 days.
  - 4) It will be responsibility of the successful bidder to install, configure the items (as per requirements) & provide necessary training to the concerned staff of the Ministry.
  - 5). During warranty period of the above mentioned Items, it will be responsibility of the successful bidder to replace faulty part(s) with genuine new part(s) at his own expense.

Sr. #	Name of Items	Specifications	Qty	Unit	Brand	Make & Model	Unit Price (Rs.) Including taxes	Total Amount (Rs.)
1.	BRACKET FAN [PAK FAN OR EQUIVALENT]	14"(COPPER WINDING)	Each	Nos.				
2.	TILTING LOUVRE FAN [PAK FAN OR EQUIVALENT]	14" (COPPER WINDING)	Each	Nos.				
3.	WATER DISPENSER (ORIENT OR EQUIVALENT)	HOT. COLD. NORMAL.	Each	Nos.				
4.	LED TV [SONY BRAVIA/Samsung ORIGINAL OR EQUIVALENT]	32" SIZE., minimum 4K or above, wifi internet, HDMI ports Minimum 2, Ethernet sockets Minimum 1, USB ports Minimum 2, Smart functions i.e. connect share, Display Mirroring, DLNA, MIII. SmartView, USB HID Support, WIFI Direct, Future ready, Composite input audio video cable ports 1, Minimum AAC, AC3 (Dolby Digital), MP3, WAV, WMA or above, Dolby digital plus or advanced, RF (Radio frequency), Blue tooth	Each	Nos.				
		40" SIZE, 32" SIZE., minimum 4K or above, wifi internet, HDMI ports Minimum 2, Ethernet sockets Minimum 1, USB ports Minimum 2, Smart functions i.e. connect share, Display Mirroring, DLNA, MIII. SmartView, USB HID Support, WIFI Direct, Future ready, Composite input audio video cable ports 1, Minimum AAC, AC3 (Dolby Digital), MP3, WAV, WMA or above, Dolby digital plus or advanced, RF (Radio frequency), Blue tooth	Each	Nos.				
5.	PORTABLE VEHICLE AIR PUMP, BLACK & DECKER or equivalent	(ELECTRIC) (250PSI COMPRESSOR), CORDLESS AIR STATION INFLATOR	Each	Nos.				
6.	STEEL ALMIRAH	22-Guage. 6'x3.5'x16"	Each	Nos.				
7.	STEEL CABINETS	22-GUAGE	Each	Nos.				

Continued .....

8	Vacuum Cleaner (National or Equivalent)	Minimum 25-30 Ltr	03	Nos.				
9	Split AC DC INVERTER (MITSUBISHI OR EQUIVALENT)	1 TON CAPACITY, DC Invertor hot & cool TYPE	Each	Nos.				
		1 ½ TON CAPACITY, DC Invertor hot & cool Type	Each	Nos.				
10	Floor Standing AC DC INVERTER (MITSUBISHI / GREE OR EQUIVALENT)	2 TON CAPACITY, DC Invertor hot & cool Type	Each	Nos.				
		4 TON CAPACITY, DC Invertor hot & cool Type	Each	Nos.				
11	COMPUTER PRINTER HP or equivalent	DUPLX.NETWORKwith WIFI ETC HIGH SPEED	Each	Nos.				

12	Photo-state Machines (Black & White)	i. Photocopy Machines minimum 85 CPM with following specifications:- Console Type, Display minimum=10" Touch Screen full colour LCD Panel, Copy size A3, USB Printing, Dual Scan document feeders (DSDF Built- in), Hard disk not below than 320 GB, Memory 3GB or above, Processor not below than 1.3 Ghz, Three way paper supply, Paper tray Capacity not below than 3000, Network printer/ Network colour scanner built-in, Duplex Built- in (Automatic two side copies), Zoom 25% to 400%, minimum one year warranty of parts other than consumable.	01	Nos.				
13	Photo-state Machines (Color)	ii. Multi Functional Colour Photocopy Machine 20 CPM with following specification:- Copy speed 20 CPM, Network colour Printer/ colour Scanner built-in, Warm up time 20-25 second, Multiple copies 1-999, Resolution 600 x 600 DPI, Zoom 25-400 %, Paper capacity not less than 400 sheets, RAM minimum 2 Gb, Hard Disk not below than 320 GB, Duplex Built-in, Display size minimum 10" colour WVGA touch screen, Paper Size A3, Power source 220-240 Volts, built-in minimum one year parts warranty (other than consumable)	01	Nos				

Contd.....

14	Photo-state Machines (Black & White)	i. Photocopy Machines minimum 35 CPM with following specifications:- Copy size A3, USB Printing, Hard disk minimum 40 GB, Memory not below than 250 MB, , Automatic Duplexing, document feeder capacity not below than 500 sheets, Network printer/ Network scanner built-in and fax option minimum with one year warranty of parts other than consumable.	02	Nos				
14	Refrigerator Dawlance or equivalent	8 CF	each	Nos.				
15	Microwave OVEN Dawlance or equivalent	(30L.)	each	Nos.				
16	Electric fan heater (Annex/E-lite/Sogo or equivalent)	Minimum 2000 watt, standing/multi speed	10	Nos.				
17	Exhaust Fan	Ceiling exhaust fan	06	Nos.				
18	Printer Drums( HP original)	HP (MFP 130, MFP 400, MFP 135, HP-203-A, HP-M277-N)	Each	Nos				
19	Photostat Machine Drum Unit (original/manufacturer)	Konica Minolta Bizhub (Models 558)	Each	Nos.				
20	Photostat Machine Drum Unit (original/manufacturer)	Konica Minolta Bizhub (Models 287)	Each	Nos				
21	Transfer Belt (original/manufacturer)	Konica Minolta Bizhub (Models 558)	Each	Nos.				
22	Transfer Belt (original/manufacturer)	Konica Minolta Bizhub (Models 287)	Each	Nos.				
23	Developer Unit(original/manufacturer)	Konica Minolta Bizhub (Models 558)	Each	Nos.				
24	Developer Unit(original/manufacturer)	Konica Minolta Bizhub (Models 287)	Each	Nos.				
25	Fusing Belt(original/manufacturer)	Konica Minolta Bizhub (Models 558)	Each	Nos				
26	Fusing Belt(original/manufacturer)	Konica Minolta Bizhub (Models 287)	Each	Nos.				

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